

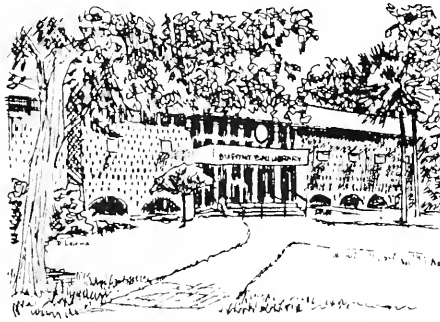
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# Connections

*The 1998-99  
Campus Life Handbook  
&  
Calendar*

**STETSON**

DeLand, Florida



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**UNIVERSITY**

DeLand, Florida



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## WELCOME TO STETSON UNIVERSITY!

Welcome to the 1998-99 school year at Stetson University. The year you have just started promises to be full of positive experiences, exciting challenges and opportunities to grow and excel. You will not only be able to experience Stetson's dynamic campus environment, but you will also have the opportunity to witness the University's commitment to students through the completion of several infrastructure and technology projects. More than ever, there are many ways to become an active part of the community - do not hesitate to get involved. Your Student Government Association works very hard to make Stetson a better place for students. We are very interested in hearing your ideas, and we hope that you are active in voicing your opinions through SGA. By making your ideas known, you have the power to bring about positive changes to the Stetson campus.

Good luck in the upcoming year. I hope it is rich with great experiences and lasting memories.

Sincerely,

Roman Rodriguez  
SGA President

Stetson is a community committed to facilitating your intellectual, social, physical and spiritual development. Please take advantage of the variety of opportunities for challenge and growth that are offered to you.

"Connections" is an official publication of the University. It is designed to help you become aware of the opportunities for personal development available to you as well as the policies and procedures governing student life. Academic programs, policies and requirements are explained in greater detail in the Stetson University Bulletin.

We are glad you are here. We hope Stetson will be a better place because of your presence.

Sincerely,

James R. Beasley  
Vice President for Campus Life and  
Enrollment Management

Stetson University is an Equal Opportunity institution that admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, age, color, sexual orientation, national and ethnic origin or disability in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs, or in the recruitment and employment of its faculty and staff.

## QUICK REFERENCE

	<b>Ext.</b> 7010	<b>Unit</b> 8358		<b>Ext.</b> 8800	<b>Unit</b> 8420		<b>Ext.</b> 8910	<b>Unit</b> 8267
<i>Academic Affairs</i>			<i>Facilities Management</i>			<i>Physics</i>		
<i>Academic Computer Ser.</i>	7217	8347	<i>Finance, Department of</i>	7440	8398	<i>Post Office</i>	8825	8391
<i>Accounting</i>	7415	8398	<i>Finance Office</i>	7020	8318	<i>President</i>	7250	8258
<i>Accounts Payable</i>	7024	8318	<i>Financial Aid</i>	7120	8379	<i>Print Shop</i>	8160	8305
<i>Admissions</i>	7100	8378	<i>Food Services</i>	8780	8428	<i>Psychology</i>	7285	8281
<i>Alumni/Development</i>	7463	8279	<i>Foreign Languages</i>	7260	8423	<i>Public Relations</i>	8920	8319
<i>American Studies</i>	7530	8262	<i>Forensics</i>	7527	8375	<i>Public Safety</i>	7300	8349
<i>Archives</i>	7180	8418	<i>Geography/Geology</i>	7331	8401	<i>Purchasing</i>	8850	8287
<i>Art</i>	7266	8252	<i>Gillespie Museum</i>	7330	8403	<i>Registrar</i>	7143	8298
<i>Arts &amp; Sciences</i>	7515	8396	<i>Graduate Office</i>	7075	8398	<i>Religion</i>	8930	8353
<i>Athletics</i>	8120	8359	<i>Hat Rack - CUB</i>	7784	8428	<i>Religious Life Council</i>	8940	8339
<i>Audio Visual</i>	7182	8333	<i>Hatter Yearbook</i>	7232	8246	<i>Residential Life</i>	7201	8338
<i>Baptist Student Ministry</i>	8940	8339	<i>Health Service</i>	8150	8415	<i>Reporter</i>	7224	8409
<i>Biology</i>	8170	8264	<i>History Department</i>	7535	8344	<i>Rinker Institute</i>	7415	8398
<i>Bookstore</i>	7160	8259	<i>Hollis Center</i>	7237	8334	<i>Sampson Art Gallery</i>	7386	8252
<i>Business, School of</i>	7405	8398	<i>Housekeeping</i>	8804	8420	<i>Sociology</i>	7240	8387
<i>Business Office</i>	7015	8278	<i>Human Resources</i>	8710	8327	<i>Sports Information</i>	8130	8317
<i>Campus Life</i>	7210	8357	<i>Humanities</i>	7732	8304	<i>Stover Theater</i>	7529	8374
<i>Career Resource Library</i>	7315	8395	<i>Information</i>	7400	NA	<i>Students Accounts</i>	7050	8318
<i>Career Services</i>	7315	8395	<i>Insurance (employees)</i>	8715	8327	<i>Student Government</i>	7230	8225
<i>Catholic Campus Ministry</i>	8156	8386	<i>Insurance (students)</i>	8710	8327	<i>Student Life</i>	7222/7237	8334
<i>Chemistry</i>	8180	8271	<i>International Programs</i>	8165	8412	<i>Student Loans</i>	7040	8318
<i>Chaplain</i>	7523	8356	<i>Library</i>	7175	8418	<i>Student Teaching</i>	7090	8380
<i>Computer Science</i>	7545	8280	<i>Management</i>	7430	8398	<i>Study Abroad Program</i>	8165	8412
<i>Continuing Education</i>	7500	8393	<i>Marketing</i>	7394	8398	<i>Student Judicial Officer</i>	7200	8338
<i>CSA</i>	7225	8334	<i>Math/Computer Science</i>	7545	8280	<i>Switchboard</i>	7000	NA
<i>Counseling Center</i>	8900	8365	<i>MBA Office</i>	7410	8398	<i>Ticket Office</i>	8100	8359
<i>Development</i>	7455	8279	<i>Music, School of</i>	8950	8399	<i>Traffic Office</i>	7300	8349
<i>Disciplinary Matters</i>	7200	8338	<i>News Bureau</i>	8920	8319	<i>Training Room</i>	8112	NA
<i>Economics</i>	7570	8363	<i>Payroll</i>	7026	8318	<i>University Calendar</i>	7222	8334
<i>Education</i>	7070	8419	<i>Philosophy</i>	7580	8250	<i>Warehouse</i>	8842	8287
<i>English</i>	7720	8304	<i>Physical Education</i>	8121	8359	<i>Wesley House</i>	8194	8228
<i>Escort Service</i>	7300	8349						

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The University reserves the right to alter or amend these policies from time to time. Any changes will be considered to be included by reference into this document and will constitute a supplement to these policies.

# PRIDE, TRADITIONS, AND HATTER MAGIC....

Much of college life is surrounded by traditions - the history of yesterday linked to today. University traditions help develop a sense of loyalty through the years; when you return to campus as alumni, some things will have remained the same.

Stetson University is rich in history, and now it will be a part of your history, too. Join in - become a part of the proud heritage and add a little "Hatter Magic" to your life.

## The Stetson Emblem

The official Emblem of Stetson University was adopted between 1889 and 1891, about the time the name of the institution was changed from DeLand Academy to John B. Stetson University. It first appeared on a university catalogue in 1891. The drawing was by an artist-in-residence and approved by President Forbes, Henry DeLand and John B. Stetson as well as the Board of Trustees. The Latin Motto "Pro Deo Et Veritate" is translated "For God and Truth". The Lamp, signifying the Light of Truth, rests on the Book of Wisdom. When the university's name was officially shortened to "Stetson University" during a charter revision in 1993, the Emblem was revised slightly to reflect that change. The Emblem is used on all official university publications, such as The Bulletin, diplomas, and resolutions. Because it includes the motto, it is not used on merchandise or memorabilia.



## The Wordmark

The official university wordmark was designed as the university's primary identification to represent its qualities of academic distinction and strength. You will find this wordmark on all official university memorabilia.



## The Stetson University Logo

The Stetson University logo for the DeLand campus displays the beloved Stetson symbol, the Elizabeth Hall Cupola, and proudly proclaims our name and date of founding. The College of Law has a similar logo featuring the Tower. It is usually used with the Wordmark.



## The Victory Bell at Hollis Center

A Victory Bell, made in Aarau, Switzerland, brings new vitality and traditions to student life at Stetson University. Hanging in a free-standing 43.5 foot bell tower on the west side of the Hollis Center, the bronze, C-toned Victory Bell weighs 575 pounds, measures 30 inches in diameter at its base, and is 29.5 inches high. It is inscribed with the quotation: "Victory comes from doing your best". Student groups ring the bell to announce victories important to them - both in athletic and intellectual competitions.

## The Colors

The Stetson colors, green and white, were chosen from the rich green of the orange trees and the pure white of the orange blossoms prevalent in the Central Florida area. The color white represents purity and green symbolizes significant growth.

At the first commencement in 1893, the stage was decorated in green and white. These two colors were also first used at the beginning of intercollegiate athletics in Florida. Newspaper accounts of the first Florida college football game in 1901 told of Stetson fans waving their colors of green and white as they cheered their team to victory.

## What is a Hatter?

The unlikely combination of a famous hat manufacturer and a university getting together produced a novel nickname for Stetson University. The athletic teams are called "Hatters", reflecting the University's association with John B. Stetson, maker of the well-known Stetson hats. It all started back in 1883 when Henry DeLand founded the DeLand Academy. Three years later, after a disastrous freeze affecting the citrus industry left Mr. DeLand in financial trouble, Mr. Stetson, who had a winter home in DeLand, became interested in the school. When, at Mr. DeLand's request, Mr. Stetson was made chairman of the Board of Trustees in 1889, the school was re-named in his honor. Stetson University fielded the first football team in Florida in 1901, and the nickname "Hatter" was used then and is still used today.



## The Mascot

After a five year absence, a new, modernized Stetson Hatter mascot made its inaugural appearance November 30, 1995 at the Annual All-Sport Pep Rally held in the Edmunds Center. The mascot, which possesses a big smile, wears a big hat and is outfitted with a suit jacket, bow tie and a Stetson jersey, was unveiled by the "S" Club, Student-Athlete Advisory Committee during the enthusiastic campus-wide event to promote school spirit.

Stetson took the original artwork from Lewis Carroll's creation of the Hatter and updated it into the new mascot. A full assortment of tryouts were conducted to select a team which could take turns performing at numerous functions as the Stetson Hatter mascot.

Prior to the unveiling in 1995, a mascot was needed in the early 1970s in order for the basketball program to enter NCAA Division I. As a result of the efforts made by chemistry student Pete Gibbons and Mrs. Anita Lindstrom, a large hat costume was created for use up to the late 1980s and early 1990s.

## ALMA MATER

Dear Alma Mater, smile upon thy children!  
Gladly we greet thee, altogether lovely;  
Peace be within thy classic halls and temples,  
Hail, Alma Mater dear!

Hail to the heroes who have gone before us,  
Young men and maidens, filled with true devotion!  
Bright is their glory, fadeless and undying,  
Hail to our heroes gone!

Hail to our classmates, bound by ties ne'er broken;  
Here once again we pledge our vows of friendship;  
Brave hearts and true hearts sound aloud and chorus,  
Long live our comrades dear!

Dear Alma Mater, tenderly thy children  
Gather, and bring to thee gracious salutations;  
Comrades, your voices lift once again in chorus;  
Hail, Alma Mater dear!



# THE STETSON COMMUNITY

## STATEMENT OF PURPOSE

Stetson University aspires to be a comprehensive private university made up of individually strong undergraduate academic programs in various colleges and schools. Each college is recognized by its peers for intellectually exciting programs, effective teaching, and a selected group of academically distinctive graduate and continuing education programs. The University promotes and supports scholarly and creative activity among students and faculty as a means to enhance teaching, learning and professional development and as a contribution to the broader base of knowledge.

Stetson University provides distinctive programs which include a comprehensive university curriculum that is united by a commitment to Christian values and the liberal arts, and a learning environment which affords special leadership skills and the interaction of students, faculty, and staff. The University also shares a commitment to social responsibility and provides services on a selective basis to its wider community through such avenues as continuing education, public service programs, and the volunteer work of individual faculty, students and administrators.

Stetson seeks students whose basic objective is a well-rounded intellectual and aesthetic self-development program. Many will be pre-professional and career oriented students who desire a broadly based learning experience. Stetson attempts to admit students who have demonstrated high academic and leadership potential as well as a sense of personal and community responsibility.

Through a high level of faculty, staff and alumni involvement, and a demanding but caring environment, Stetson prepares students to pursue careers, enter highly selective graduate programs, pursue lifelong learning and lead meaningful lives of service in their communities.

## COMMITMENT TO DIVERSITY

Stetson is dedicated to creating and enriching an inclusive community that reflects an awareness and appreciation of the contributions of the different traditions reflected in a pluralistic society. The Stetson community is committed to instilling the values of ethical decision making, global awareness, environmental awareness, community service and civic responsibility. Hence, we believe in the value of class equity, gender equity and race equity and vigorously strive to achieve an environment that creates and sustains these values.

As a university, therefore, Stetson recognizes that women and men of diverse racial, ethnic, religious, cultural and socioeconomic backgrounds are fundamental to the process of education. For this reason, the University's diversity plan articulates the University's belief that diversity is integral to education. Specifically, Stetson strives to express the following commitments:

- to create and foster a diverse community that appreciates, encourages, and protects all of its members
- to establish an environment in which all members participate in the intellectual, spiritual, and social life of the institution as well as in its decision-making process.
- to provide contact with a diverse group of students, faculty, and staff, as well as foster an intellectual experience that recognizes, understands, and esteems the distinctive contributions of these diverse groups.
- to encourage our students to become well-informed, responsible, and positive world citizens who have an appreciation and capacity to relate to people of differing cultures.
- to regularly investigate the status, success, and/or shortcomings of our efforts and to make these results public.

## A BRIEF HISTORY

The city of DeLand and Stetson University have literally grown up together. DeLand was a small village when Mr. Henry DeLand, the principal citizen of the town, conceived the idea of founding a school. The first classes of "DeLand Academy" were held in the First Baptist Church of DeLand in 1883. The Academy became a college in 1885. In 1889 the name was changed to Stetson University in honor of the famous hat manufacturer, John B. Stetson, who made generous contributions to the University both in time and money.

DeLand Hall, one of the best-loved buildings on campus, is a reminder of the vision and dream which Mr. DeLand had when the University was founded. This small building in the center of the campus was the first building to be erected in the State of Florida for the teaching of higher education. It has been preserved in its original construction and has recently been renovated to house various administrative offices.

The University was a College of Liberal Arts until the founding of the College of Law in 1900, the first law school in Florida. The College of Law was moved to St. Petersburg in 1954, where larger courts and other advantages were available in that metropolitan area. Stetson also pioneered in Florida the teaching of music and business administration and in offering graduate work leading to the MA degree.

## PRESIDENT'S STAFF

		<u>Ext.</u>
H. Douglas Lee	President	7250
Tom Allison	Associate Dean of the College of Law	(813)582-7951
Shahram Amiri	Vice President for Information Technology	7045
T. Wayne Bailey	Past Chair, Faculty Senate	7574
Grady W. Ballenger	Dean of the College of Arts and Sciences	7515
James R. Beasley	Vice President for Campus Life and Enrollment Management	7210
Jane T. Bradford	Women's Advocate	7190
Paul E. Dascher	Dean of the School of Business Administration	7405
Diane D. Everett	Chair, Faculty Senate	7244
Lizabeth A. Moody	Vice President and Dean of the College of Law	(813)582-7950
Leonard L. Nance	University Advisor on Diversity Issues	7243
David Noyes	Vice President for Facilities Management	8808
Judson P. Stryker	Vice President for Finance	7015
F. Mark Whittaker	Vice President for University Relations	7451
James E. Woodward	Dean of the School of Music/Chair, Deans' Council	8960

## CAMPUS LIFE STAFF

		<u>Office</u>	<u>Ext.</u>
James Beasley	Vice President for Campus Life and Enrollment Management	CUB 201	7210
Toni Avant	Assistant Director of Career Services	FH 101	7315
Wendy Donna	Associate Director of Student Life	HC 131	7222
Michelle Espinosa	Director of Residential Life	CUB 216	7201
Shannon Fennell	Assistant Director of Career Services	FH 101	7315
Kirsten Fogle	Alcohol Education Coordinator	HC 103	7237
Lynne Gentile	Director of Student Judicial Affairs/ Associate Director of Residential Life and Coordinator of Summer Conferences	CUB 228	7200 8908
Karen Hofmann	Counseling Psychologist	CC	8900
Hadie Kenner	Director of Student Health Services	Clinic	8150
Tammy King	Assistant Director of Student Life and Coordinator of Multicultural Affairs	HC 130	7222
Nicole Kotlan	Assistant Director of Residential Life	CUB 216	7201
Steve Najera	Assistant Director of Student Life and Coordinator of Recreation	HC 129	7237
Don Sanz	Director of Counseling and Career Services	CC	8900
Allison Smith	Assistant Director of Residential Life	CUB 216	7201
Alma Smith	Counseling Psychologist	CC	8900
Darald Stubbs	Director of Student Life and Hollis Center	HC 132	7237
Penny Taylor	Assistant Director of Health Services	Clinic	8150

### Campus Life Committee

The Campus Life Committee, composed of students and faculty, functions as an advisory body to the Vice President for Campus Life. All organizations on campus receive their approval for official recognition from the Campus Life Committee.







## ACADEMIC CALENDAR 1998-99

### FALL SEMESTER 1998 (71 CLASS DAYS—42 MWF & 29 TTH)

Saturday, August 22	Residence Halls open 8:00 a.m. (NEW STUDENTS ONLY) Food services open 11:00 a.m. (NEW STUDENTS ONLY) New Student Orientation Begins <b>CONVOCATION 5:15 p.m.</b>
Sunday, August 23	Residence Halls open 12:00 noon (RETURNING STUDENTS) Food services open 11:00 a.m. (RETURNING STUDENTS)
Monday -Tuesday August 24-25	Academic Advising and Registration. New Student Registration. Validation of Registration for returning students.
Wednesday, August 26	Classes begin
Wednesday, September 2	Last day to add course for credit. Last day to drop course without financial penalty.
Monday, September 7	LABOR DAY University Holiday - no classes
Monday-Tuesday, October 12-13	FALL BREAK (no classes)
Friday, October 16	Grade inventories due to Registrar
Friday-Sunday, October 23-25	<b>FAMILY WEEKEND</b>
Wednesday, October 28	Mid-Term withdrawal date and last day to drop course without academic penalty.
Monday-Friday, October 26-October 30	Academic Advising for <b>Upperclass Students</b> for Spring Semester
Monday-Tuesday November 2-3	Registration for <b>Upperclass Students</b> for Spring Semester
Monday-Wednesday November 9-11	Academic Advising for <b>First-year students</b> for Spring Semester
Thursday, November 12	Registration for <b>First-year students</b> for Spring Semester
Wednesday, November 25	Food Services close 1:30 p.m. Residence Halls close 6:00 p.m. Hat Rack closes 5:00 p.m.
<b>Thursday-Friday November 26-27</b>	<b>THANKSGIVING HOLIDAY (University Holiday no classes)</b>
Sunday, November 29	Residence Halls open 12:00 noon. Hat Rack opens 6:00 p.m.
Monday, November 30	Food Services open 7:15 a.m. Classes resume
Thursday, December 10	Last day of classes
Friday-Sunday December 11-13	Reading Days
Monday-Friday December 14-18	Final Examinations
Friday, December 18	Food Services close 1:30 p.m. Hat Rack closes 5:30 p.m. Final Grades for Graduates due to Registrar by 9:00 a.m.
<b>Saturday, December 19</b>	<b>COMMENCEMENT—9:00 a.m.</b> Residence Halls close 3:00 p.m. for all students
Tuesday, December 22	All grades due to Registrar by 9:00 a.m.

### SPRING SEMESTER 1999 (71 CLASS DAYS—42 MWF & 29 TTH)

Sunday, January 10	Residence Halls open at noon for all students. Food Services open at 4:00 p.m.
Monday, January 11	New Student Orientation and Registration at 3:00 p.m.
Monday, January 18	Validation of Registration by Returning Students. Classes begin
Tuesday, January 19	<b>MARTIN LUTHER KING DAY (University Holiday)</b>
Friday, February 26	Last day to add course for credit. Last day to drop course without financial penalty.
Monday-Friday, March 1-5	Grade inventories due to Registrar. Food Services close 1:30 p.m.
Sunday, March 7	Residence Halls close 6:00 p.m. Hat Rack closes 5:30 p.m.
Monday, March 8	<b>SPRING HOLIDAYS</b>
	Residence halls open at 12:00 noon. Hat Rack opens 6:00 p.m.
	Food Services open 7:15 a.m. Classes resume

Wednesday, March 10	Mid-term withdrawal date and last day to drop course without academic penalty
Monday-Thursday March 29-April 1	Academic advising for Summer Session and Fall Semester
Friday, April 2	<b>GOOD FRIDAY (University Holiday-no classes)</b>
Tuesday-Thursday, April 6-8	Registration for Summer Session and Fall Semester
Sunday, April 12	<b>EASTER</b>
Wednesday, April 28	Last day of classes
Thursday, April 29	Reading Day and Thursday evening course Final Examinations
Friday-Saturday, April 30-May 1	Final Examinations
Monday-Wednesday, May 3-5	Final Examinations
Wednesday, May 5	Residence Halls close 6:00 pm (except for those students participating in Commencement)
Thursday, May 6	Final Grades for Graduates due to Registrar by 9:00 a.m.
Friday, May 7	Food Services close 6:00 p.m.
Saturday, May 8	Hat Rack opens at 9:00 a.m. and closes at 6:00 p.m.
Sunday, May 9	<b>BACCALAUREATE 10:00 a.m. COMMENCEMENT 1:30 p.m.</b> Food Service closes 2:00 p.m. Residence Halls close 6:00 p.m.
Tuesday, May 11	All grades due to Registrar by 9:00 a.m.

### SUMMER SESSION 1999 (35 CLASS DAYS)

Sunday, June 6	Residence Halls open 12:00 noon
Monday, June 7	Academic Advising, New Student Orientation and Registration. Validation of Registration of Returning Students. Food Services opens 7:00 a.m.
Tuesday, June 8	Classes begin
Friday, June 11	Last day to add course for credit and last day to drop course without Financial Penalty for courses in progress.
Friday, June 18	Last day to drop course without academic penalty
Thursday, July 1	Final Exam for first four-week session
Friday, July 2	<b>INDEPENDENCE DAY HOLIDAY (no classes)</b>
Monday, July 5	Second four week session begin
Friday-Saturday, July 9-10	Summer Orientation, Academic Advising and Advance Registration for New Students ( <b>SOAR</b> )
Friday, July 16	Final examinations six week session
Tuesday, July 27	Last day of classes
Wednesday-Thursday, July 28-29	Final examinations for second four-week session and for eight-week session.
Friday, July 30	Food Services close 1:00 p.m. Residence Halls close 6:00 p.m. (except for those students participating in Commencement)
Saturday, July 31	Final Grades for Graduates due to Registrar by 9:00 a.m. Hat Rack closes 1:00 p.m.
Tuesday, August 3	<b>COMMENCEMENT 9:00 a.m.</b> Residence Halls close 6:00 p.m.
	All grades due to Registrar by 9:00 a.m.



## ACADEMIC POLICIES

The Stetson University Bulletin is the official University publication which contains information regarding degree requirements, grades, class attendance, academic probation, etc.

### DEGREE REQUIREMENTS

A detailed listing of all academics requirements, including those for a specific degree and major, may be found in the University Bulletin. It is the student's responsibility to insure that all requirements for graduation have been met.

To assist the student in this effort, the Office of the Registrar maintains an up-to-date "degree audit" for each student. This outlines the requirements of the student's major and records his/her progress toward the degree. The student is sent a copy of the degree audit each semester prior to academic advising and registration.

The following is a summary of some academic policies and procedures about which students frequently ask:

### CHANGE OF MAJOR OR MINOR

A student who wishes to declare or change a major or minor should first consult with his/her academic advisor. The change may then be made in the office of the appropriate academic Dean. Students must meet the degree requirements in effect at the time the change is made.

### ACADEMIC LOAD

A student must average 15 hours per semester to graduate in four years. A student who carries fewer than 12 hours is a part-time student. A part-time student does not qualify for the Honor Roll or Dean's List and may not qualify for certain kinds of financial aid or for other benefits which require certification of full-time status. Fewer than six hours is considered part-time for summer school. Students who take eight hours or more pay full tuition.

### ATTENDANCE

Independent study is encouraged at the University, but regular attendance is required in most classes. Stetson prescribes no general attendance rule; the individual colleges and schools may establish attendance regulations, but usually attendance requirements are established by individual professors for their own classes.

### ACADEMIC RECORDS

Academic records, to include transcripts, are maintained in the Registrar's Office. Students may examine their academic records upon request. Records are not released without the student's written permission. Exceptions to this policy are granted to administrative and faculty personnel within the University who have a need to know. A \$2.00 charge is assessed for each transcript that is requested. Transcripts may be withheld if the student is not in good financial standing with the University.

### INTERPRETATION OF GRADES AND QUALITY POINTS

Grades and quality points represent the instructor's final estimate of the student's performance in a course. The grade of A (+ or -) may be interpreted to mean that the instructor recognizes exceptional capacity and exceptional performance. The grade of B (+ or -) signifies that the student has, for any combination of reasons, gained a significantly more effective command of material than is generally expected in the course. The grade of C+ or C is the instructor's certification that the student has demonstrated the required mastery of the material. A student is graded C- or D (+ or -) when his/her grasp of the course essentials is minimal. The F grade indicates failure to master the essentials and the necessity for repeating the course before credit may be earned.

Quality points are values assigned to letter grades. Students' cumulative grade-point averages are based on a four-point scale. Letter grades are assigned the following numerical equivalents per semester hour:

A+ = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.00	B = 3.00	C = 1.67	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
			F = 0.00

I = Incomplete. This is the grade given when, because of illness or other extenuating conditions, the instructor's academic Dean has approved an extension of time for the completion of a course. The work of the course must be completed two weeks prior to the last day of classes in the next academic semester of enrollment (excluding summer term); but in all cases, except graduate thesis courses, it must be removed within 24 months from the date issued, regardless of enrollment status; otherwise the I becomes an F. If a grade of I has been assigned, in no case may the course be repeated to improve grade standing.

P = credit, no quality points earned, does not affect grade-point average.

W = an approved withdrawal from the University before the mid-term grade inventory. No credit or quality points are earned and the grade-point average is not affected.

WP = an approved withdrawal from the University after the mid-term grade inventory. The grade is given according to the instructor's evaluation. No credit or quality points are earned and the grade-point average is not affected.

WF = an approved withdrawal from the University after the mid-term grade inventory. The grade is given according to the instructor's evaluation. No credit or quality points are earned, but the grade WF is treated as hours attempted and the grade-point average is affected.

X = the grade received for late drop of a course without academic penalty. No credit or quality points are earned and the grade-point average is not affected. The grade must be approved by the student's academic Dean.

XF = the grade received for late drop of a course with academic penalty. No credit or quality points are earned, but the grade XF is treated as hours attempted and the grade-point average is affected. The grade must be approved by the student's academic Dean.

## **FORGIVENESS OF "F" GRADE**

An undergraduate student may repeat a failed course to receive credit and improve the cumulative grade-point average. If a higher grade is earned, only the hours attempted and quality points earned for the passed attempt will be used in computing the student's cumulative grade-point average. However, all attempts will remain part of the student's permanent academic record. The Pass/Fail grade option may not be used when repeating a failed course, unless it was the grade option selected for the initial attempt. Failed courses that are repeated must be taken at Stetson.

This policy pertains to undergraduate, degree-seeking students only and applies to "F" grades earned during the **Fall Semester of 1991** and subsequent academic terms. It does not apply to courses failed prior to that time. To have a failed grade forgiven, the student should obtain an "F" Grade Forgiveness form from the Registrar's Office, have it signed by the Dean of the school in which the failed course is taught, and return it to the Registrar's Office by the end of the Add period. Failed courses which are repeated, but have not been approved by the appropriate Dean, will not be forgiven.

## **QUALITY POINT COMPUTATION**

A cumulative average of C (2.00 GPA) requires a student to have earned two quality points for each credit hour attempted. To graduate, a student must earn a minimum of 120 credit hours and 240 quality points, if all work is completed at Stetson. If credit has been transferred from another institution, then a minimum of 48 credit hours and 96 quality points must be earned at Stetson. The combined credit hours earned must still total a minimum of 120 to graduate. The grade-point average is determined by dividing the total quality points earned by the total hours attempted, including all courses failed. Only courses taken at Stetson are included in the student's cumulative grade-point average.

## **CHANGE OF REGISTRATION (DROP/ADD)**

During the first few days of each term, an opportunity is accorded students to make changes in their class schedules. The exact dates for this period vary each term and are published in the official University calendar included in this handbook. The necessary change-of-registration forms are available in the Registrar's Office. Within the drop/add period, a certain initial period of time is allowed for students to add as well as drop courses without academic penalty. It is imperative that students consult the University calendar for the exact dates provided each term for adding or dropping courses. A change of registration after the Add period does not reduce charges. A course dropped after the Drop period carries a grade of X or XF as determined by the appropriate academic Dean. No course may be dropped after the last day of classes in any given term.

## **PASS/FAIL CREDIT**

A student has the option of taking on a pass/fail basis a total of two courses not ordinarily pass/fail. To exercise this option, students must obtain a pass/fail form from the Office of the Registrar, have the form signed by the faculty advisor, and return it to the Registrar prior to the end of the period. Once initiated, the pass/fail option may not be changed.

For students majoring in the College of Arts & Sciences or the School of Music, the pass/fail option may be used only for courses which are not applied toward a major or minor and applied toward Foundation Requirements (Part I) for the Arts and Sciences general education program, or toward the English, Mathematics, and Communications course requirements for Music School degrees.

For students majoring in the School of Business Administration, the pass/fail option may be used only during the junior or senior year and may be used only for courses that are beyond all School of Business Administration requirements, not applied toward a minor, and offered outside the School of Business Administration.

## EXAMINATIONS

Examinations are given in all courses at the end of each academic term. Students who miss an examination without prior permission from the Dean of the applicable school or college will be graded "F" in that course.

## ACADEMIC WITHDRAWALS

A student desiring to withdraw from the University (drop all courses) before the completion of a semester is required to comply with official withdrawal procedures as outlined below. Students who leave the University without proper permission automatically suspend themselves and can be readmitted only by special approval of the Dean of the appropriate college or school. A grade of "F" is recorded for all courses when a student leaves without prior approved withdrawal.

### Official Withdrawal Procedures

1. The withdrawal process must be completed by the student at least two (2) weeks prior to the last day of classes in a semester (excluding summer term). Students may not withdraw during the last two (2) weeks of a semester.
2. The withdrawal process is initiated in the Dean's office of the college or school in which the student is enrolled and must be approved by that respective Dean before the process can proceed. Withdrawal forms are available in each Dean's office, as well as in the Office of the Registrar (CUB first floor), and the Director of Student Judicial Affairs. (CUB 228).
3. Upon the Dean's approval to withdraw, the student must then submit the Withdrawal Form to the Office of Student Judicial Affairs for authorization and signature. The student must then submit the Withdrawal Form to Financial Planning (Griffith Hall) prior to the Office of Student Accounts (1st Floor, Elizabeth Hall) for final authorization.
4. **Once initiated, the withdrawal process must be completed within seven (7) calendar days from the authorization date indicated on the form, or by 4:30 p.m. on the last day to officially withdraw from the semester. The process is only complete after the student presents the signed Withdrawal Form to the Office of Student Accounts.**
5. When a student completes the withdrawal process, it will be recorded on the permanent academic record as follows:
  - a. If completed before the mid-term grade inventory, a grade of "W" will be assigned for each course. No credit or quality points are earned and the grade point average is not affected.
  - b. If completed after the mid-term inventory, a grade of "WP" or "WF" will be assigned for each course according to the instructor's evaluation of the student's performance to that point. WF's, but not WP's, shall be treated as hours attempted and the grade point average is affected.

## ACADEMIC STANDING

Every undergraduate student enrolled at Stetson University is expected to earn and maintain an average grade of at least "C" (2.0 G.P.A.) on all course work attempted. A cumulative average of "C" (2.0 G.P.A.) is required for graduation.

## ACADEMIC WARNING

Any student whose cumulative average falls below a "C" (2.0 G.P.A.) at the end of a grading period will be given an academic warning. This warning will be in effect until an overall "C" (2.0 G.P.A.) average is regained. If a student earns a "C" (2.0 G.P.A.) or higher average for a single semester but the cumulative average remains below a "C", the warning will be continued.

## ACADEMIC SUSPENSION

Any student on academic warning who becomes deficient by eighteen (18) or more quality points will be suspended for a period of eight (8) months. Also, a student may be suspended if the student fails all of the course work attempted during the first semester at Stetson. During the time a student is on academic suspension, any academic work taken at another institution will not be accepted for credit toward the requirements for graduation at Stetson University.

## READMISSION AFTER SUSPENSION

A student who has been academically suspended for the first time is eligible for readmission after the period of suspension has been served. The student should apply to the Dean of the college or school for readmission at least thirty (30) days prior to the scheduled date of registration for the term for which the student seeks readmission. A student who is readmitted following a suspension will continue on academic warning.

Also, readmitted students who reduce their quality point deficiency below 18 and later become deficient by 18 or more quality points will be dismissed from the University.

## ACADEMIC DISMISSAL

Students readmitted to the University following an academic suspension who fail to maintain a grade point

average of 2.0 (C) or higher each semester until their quality point deficiency is reduced to less than 18, will be academically dismissed from the University.

### **READMISSION AFTER A DISMISSAL**

Under ordinary circumstances, a student will not be readmitted following academic dismissal.

### **ADMINISTRATION AND APPEALS**

Academic suspension and readmission are the administrative responsibilities of the Deans of the college and schools. Inquiries, appeals, and requests for readmission should be directed to the appropriate Dean.

### **REENTRY**

Students who reenter the University after being absent for one semester or more (Fall or Spring) do so through the Office of the Registrar. Upon reentry students must meet the degree requirements of the University Bulletin in effect at the time of their reentry.

### **GRADE INVENTORIES**

Once during each semester, unsatisfactory grades are reported. This is called a grade inventory. Only grades less than C are reported and these are not recorded on the student's permanent record. They are simply to give the student an idea of progress up to the time of the inventory. It is the student's responsibility to arrange for conferences with the instructor, faculty advisor, the student's Dean, or anyone else whom the student feels may be of help.

### **APPEAL FROM DECISION OF ACADEMIC DEAN**

Student appeals for relief from an academic regulation of the University should be directed to the Dean of the school or college in which the student has chosen to major. The Dean has the responsibility for maintaining the integrity of all academic policies and regulations of the University and the decision of the Dean is considered to be final.

Stetson is committed to fairness, equity, and justice in all relationships. A student who feels that the decision by the Dean is either arbitrary or grossly unfair may appeal the Dean's decision to the President. This appeal must be in writing and must show why, in the view of the student, the decision of the Dean was unfair. The appeal should be delivered to the Office of the President and should provide the President with the following additional data:

- full name
- student number
- academic major
- academic advisor
- local address
- local telephone number

The President will communicate his response to the formal appeal in writing to the local address provided by the student after consultation with the involved parties.

### **ACADEMIC HONESTY**

Academic honesty and integrity are essential to the well-being and proper functioning of an academic community. Any time students attempt to gain access to information pertaining to their normal course of study through dishonest means, they not only show little concern for their own personal sense of integrity, but they infringe on the rights of all other members of the academic community. The following definitions and examples should be referred to as forms of academic integrity violations.

A. **Cheating:** No student shall use or attempt to use unauthorized materials, notes, or information from another student about normal course work that is intended to be done on an individual basis, either in class or out of class. Examples include, but are not limited to, copying from another person's research, paper, test or quiz; using testing aids during a test where no permission has been given by the particular section's instructor; copying reports, laboratory work, computer work, programs or files; collaborating on laboratory or computer work without specific permission from the particular section's instructor; taking an exam for another.

B. **Fabrication and Falsification:** No student shall, either through intentional or unauthorized means, alter any information or citation in their academic work. Examples include, but are not limited to, inventing or providing false data, information or results; producing a false record concerning academic internships; altering the record of data; altering grade reports; providing a false citation of a source of information; providing false information regarding excuses from classes, laboratories, exams, quizzes and/or practicum experiences.

C. **Multiple Submissions:** No student shall submit either a paper, test or quiz, or any portion thereof, which was obtained from a paper, test or quiz previously submitted for academic credit for any course.

D. **Plagiarism:** No student shall intentionally or knowingly present the work of another person without the expressed permission of the original author. Examples include, but are not limited to, the use of another's complete sentence, syntax, key words, graphs, charts or even only the ideas and information provided by another. Computer programs and files must also be utilized only with the inclusion of a citation referring one to the original source of the file and/or program.

E. **Abuse of Academic Materials:** No student shall destroy, steal or make inaccessible any academic resource material. Examples include, but are not limited to, the hiding of library resource material, reference material, intentionally altering another student's laboratory work/results.

F. **Complicity in Academic Dishonesty:** No student shall knowingly assist, offer guidance or support for another student's attempt, or be personally involved in an attempt to obtain in any deceptive or unauthorized manner, information or documents such as tests, examinations, roll books, reports, etc., that are considered to be the confidential or private property of other students, faculty, administrative personnel, or the University. Examples include, but are not limited to, knowingly permitting another to copy one's own paper/work, or paper/work of another; distributing or providing others with test or research material/questions; taking an exam for another; collaborating with another student with the intent of submitting work intended to be presented as original.

G. **The following policies will cover acts of dishonesty:**

1. On the first occurrence in any course, the minimum penalty will be a zero on the paper, test, or examination. The maximum penalty will be failure in the course. The instructor will confer with the accused student and inform him/her as to what specific penalty, within these limits, he/she intends to impose. Generally, the first occurrence of academic dishonesty is handled by the instructor of the course, but may be referred to the Student Judicial Officer for adjudication.

2. Once a charge of academic dishonesty has been resolved, notice of the occurrence will be sent to the Student Judicial Officer and to the appropriate academic Dean to become a part of the student's record.

3. Upon receipt of a report of a second occurrence in any course by the same student, the Student Judicial Officer will initiate appropriate action under the Student Code of Conduct.

4. Administrative disciplinary action for academic dishonesty is not to be considered in any way a substitute for an academic penalty imposed by the instructor for the same offense.

## ACADEMIC HONORS

Undergraduate students who have attended Stetson University only and whose cumulative grade point average (GPA) is between 3.50 and 3.69 are graduated Cum Laude; if it is between 3.70 and 3.89 they are graduated Magna Cum Laude; and if it is 3.9 or higher they are graduated Summa Cum Laude.

Undergraduates who have attended other academic institutions and have earned 60 or more credit hours at Stetson are also eligible for all academic honors. In such cases the academic requirements for honors must be met both on all graded work taken at Stetson, and on all the combined graded work taken at Stetson and at all previous institutions.

The Honor Roll includes undergraduates with a 3.0 GPA based on twelve hours attempted with no grade below a "C." The Dean's lists include undergraduates with a 3.5 GPA based on twelve hours attempted and no grade below a "B."

## CENTER FOR INFORMATION TECHNOLOGY

<b>Lynn Business Center Computer Labs</b>	<b>Rooms B1-01/B1-09</b>	<b>Ext. 7066</b>
Monday-Thursday	8:00 am - 12:00 am	
Friday	8:00 am - 5:00 pm	
Saturday	12:00 pm - 5:00 pm	
Sunday	12:00 pm - 12:00 am	
<b>Davis Hall Computer Lab</b>	<b>Room DH 101</b>	<b>Ext. 8990</b>
Monday-Thursday	3:00 pm - 9:00 pm	
Friday	3:00 pm - 5:00 pm	
Saturday	Closed	
Sunday	Closed	
<b>Elizabeth Hall Computer Lab</b>	<b>Room EH 205</b>	<b>Ext. 7067</b>
Monday-Thursday	2:30 pm - 12:00 am	
Friday	2:30 pm - 12:00 am	
Saturday	2:30 pm - 5:00 pm	
Sunday	12:00 pm - 12:00 am	

All labs are equipped with Pentium and/or PowerMacintosh microcomputers. A current student ID is required to access all labs. The schedule for the labs will be modified during holidays and finals week. Modified schedules will be posted at least one week in advance.

### **Networking Code of Computing Ethics**

The Internet is used to facilitate the exchange of information consistent with the academic, educational and research purposes of its members. Users of the Internet are expected to conduct themselves in a manner that does not interfere with or harass individuals or institutional activities.

Ethical standards that apply to the use of computer resources are derived directly from the standards of common sense, decency, and courtesy that apply to the use of any public resource. The following standards apply to the use of the Internet:

1. Offensive, rude, obscene or harassing material via any electronic mail or bulletin board facility is strictly forbidden.
2. Internet is not to be used for political or commercial purposes.
3. Broadcasting messages to lists or individuals is not allowed.
4. Chain letters are not allowed.
5. Any communication which violates applicable laws and regulations is not allowed on the Internet.

Users and nonusers must not encourage, collaborate, or tolerate the violation of this Code by any other person. It is University policy that anyone with knowledge of violations or suspected violations report this information to Academic Computing Services.

The Code of Computing Ethics is intended to work to the benefit of all computer users by encouraging responsible conduct. The following disciplinary sanctions outline some, but are not limited to, actions that may be taken either singularly or in combination, by the institution against violators of this Code:

- \* Reprimand in writing indicating further violations that may result in more serious penalties.
- \* Restriction of computing privileges for a specified period of time.
- \* Probation status, with the associated implications, imposed on the individual.

### **The EDUCOM Code**

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

### **duPONT-BALL LIBRARY**

The duPont-Ball Library's resources include more than 320,000 volumes, including 55,000 bound periodical volumes, a government documents collection of 225,000 publications, 275,000 microfiches, videotapes, and many CD-ROM databases. Services include individual reference assistance, computer-assisted information retrieval, Internet access, interlibrary loans, audiovisual services, photocopies, and microform printing. Reserve books are available at the circulation desk and reference assistance is available daily and in the evenings, Sunday through Thursday. No food, drink, or smoking is allowed in the Library.

All material to be used outside the Library must be checked out at the Circulation Desk. You must present your Stetson ID so that necessary records can be made. Books may be checked out for three weeks and overdue charges are twenty-five cents (\$0.25) a day. The maximum overdue fine per book is \$5.00. Additional information about Library services and policies may be obtained at the Reference Desk. For Web access to the Library's catalog and "virtual collection," connect to "<http://www.stetson.edu/~library/>".

#### **Library Hours (academic year):**

Mon - Thurs	8:00 am - Midnight
Friday	8:00 am - 5:00 pm
Saturday	9:00 am - 5:00 pm
Sunday	1:00 pm - Midnight

(Exceptions: Holidays and examination schedules will be posted)

## CAMPUS LIFE SERVICES

### CAREER SERVICES

The Career Services Office supports the mission of the University by offering the following programs and services to assist students with their career development, employment and future educational needs.

Career Services, together with the Counseling Center, provide career assessment and counseling for undecided students through the Peer Career Program. The Peer Career Center is located on the first floor of the Carlton Union Building. It is a drop-in service providing career and educational information and state-of-the-art computerized guidance systems. Peer Career assists student in acquiring information, knowledge and competencies that enhance individuals career development, academic success and employability. The office provides services and resources that support students' and graduates' candidacy with graduate/professional schools and employers.

Career Services develops relationship with bona fide employers who provide part-time, summer, temporary, developmental, and professional employment opportunities for students and alumni. The Office publishes Career Connections, a monthly bulletin listing employers who will conduct on-campus interviews. Students are required to attend an orientation session prior to registering for on-campus interviews.

The Career Services Office houses a career library, which offers an extensive collection of company profiles, career planning books, employment trends, video tapes, occupational information, periodicals and graduate school literature. The library also included a network of contacts with prospective employers and alumni who advise students about careers. The Career Services Office is located in 101 Flagler Hall.

### COUNSELING CENTER

The Counseling Center is located at 601 Bert Fish Drive, next door to Health Services. The Center provides individual and group counseling, consultation, outreach, and emergency services. The Center also provides daily walk-in service and deals with issues such as relationships, stress, life choices, substance use, adjustment, family concerns, eating, learning, self esteem and others. Counseling is confidential and does not become part of the student's University record. Testing services and information are also provided through the Center (CLEP, SAT, ACT, GMAT, GRE, LSAT, MAT, Career, etc.)

### INTRAMURAL SPORTS

Stetson has one of the most comprehensive intramural programs of any school its size in the country. Over two-thirds of the student body participate in a wide variety of men's and women's intramural activities. The sports include flag football, basketball, soccer, volleyball, ping pong, golf, swimming, racketball, tennis, bowling, and ultimate frisbee. Various teams are established from residence halls, fraternities, sororities, and other campus organizations. Intramurals also sponsors special events including a variety of tournaments, cookouts, and the annual Faculty/Staff softball game. The Intramural Sports Office is located in the Hollis Center, Room 129, on campus extension is 7237.

### JUDICIAL AFFAIRS

In any society, large or small, where people live in a community, there must be certain rules established to guarantee the safety, rights and freedom of all concerned. This is also true of Stetson University, a community that acknowledges the existence of both rights and responsibilities and is dedicated to personal and academic excellence. Community members are individually and collectively responsible for their behaviors and fully accountable for their actions.

The University does not exist as a haven for those who wish to escape the responsibilities imposed by federal, state and/or municipal law. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus. A student who has or is alleged to have committed a violation off-campus and whose case is being adjudicated in a public court or hearing is not guaranteed immunity from further review and/or action by the University.

University student judicial proceedings are administered by the Director of Student Judicial Affairs. The office of the Student Judicial Officer is located in Room 228 of the Carlton Union Building. Any student, professional staff, or faculty may submit to the Student Judicial Officer charges against any student believed to be in violation of any University regulation concerned with personal behavior, academic honesty, traffic and security, or residence hall policy.

The Student Judicial Council serves as a link between the University administration and students, to provide students with the opportunity to become actively involved in the educational disciplinary process. Council members also serve as members of the University Traffic Board. A student's alleged violation of University policy or the Code of Conduct may be considered by the Council for adjudication. The Council, believing in the existence of higher ideals, endeavors to develop a sense of responsibility and a higher standard of conduct in each Stetson student. The Council consists of twelve (12) undergraduate students: three (3) female and three (3) male seniors; two (2) female and two (2) male juniors; and one (1) female and one (1) male sophomore. Members are selected during the spring semester for a one (1) academic year term according to the rules of the Council Constitution. No member may serve more than three consecutive years on the Council and any nonacademic organization shall not have representation of more than three (3) members on the Council.

Students found in violation of the University's established policies or Student Code of Conduct face varying degrees of disciplinary sanctions. Judicial procedures of the University are explained in detail in the Student Code of Conduct printed in this Handbook.

## **MULTICULTURAL AFFAIRS**

Stetson considers diversity in the University community to be not only highly desirable but essential to its mission. Through the establishment of an Office of Multicultural Affairs, the University commits itself to achieving a higher level of social maturity and acceptance for differing cultures. The Coordinator of Multicultural Affairs promotes cultural diversity and awareness on the campus and serves as a counselor, advisor, and resource to multicultural students. All students are invited to visit the office of Multicultural Affairs in the Hollis Center.

## **RESIDENTIAL LIFE**

Stetson University prides itself on being a residential University. Approximately 1,500 undergraduate students reside on campus in University facilities. Stetson is concerned not only with the formal education of its students but also with their total development as persons. The residence hall program contributes to this effort toward personal growth and development.

The University desires to provide housing of the highest possible quality at a reasonable rate. Residence halls and Greek housing are staffed with student advisors who are chosen and trained by the staff of the Vice President for Campus Life. The residential life staff is committed to working with students in developing a sense of community conducive to academic and personal growth through programming, advising, and acquainting students with the total college experience.

Residential Life's relationship with students is based on the assumption that residents are adults, capable of initiating reasonable decisions to ensure their own rights and to respect the rights of others. Freedom, self-direction and responsibility are emphasized.

For additional information explaining the residential life program, please refer to the Residential Life Guidebook located in the back of this Handbook.

## **STUDENT HEALTH SERVICE**

Stetson provides a professionally staffed Student Health Service (SHS) which is located across from the Hollis Center. The SHS operates as a primary outpatient clinic. The staff includes the University Physician, four registered nurses that are certified in college health nursing, and a consulting pharmacist. The SHS is open from 8 a.m. to 5 p.m. Monday through Friday. Students are seen on a walk-in basis by the nurse, but the Physician is seen by appointment. The Assistant Director serves as the University's designated HIV/AIDS resource person. All currently enrolled Stetson students are eligible for treatment. This includes on-campus, commuter, part-time, and graduate students. Examination, treatments and discussion with students are considered privileged medical information. Student medical records are treated with the confidentiality afforded by law and ethical standards.

Students are required to complete a medical history record, including documentation of immunizations for Measles and Rubella prior to registration.

It is the responsibility of the student to contact professors regarding classes missed due to illness. Verification of visits to the SHS is provided only upon request. The nature of the illness and treatment provided is confidential and will not be released without the written permission of the student.

While visits to the SHS are included in the General Fee paid in connection with registration for classes, students are charged for certain supplies, medication, and laboratory tests.

Students should be familiar with their individual type of medical insurance regarding benefits and limitations and should have their insurance and prescription card with them. Students should understand that the University does not automatically provide medical insurance. A medical insurance plan is offered through the office of Human Resources and may be purchased by the student.

## **STUDENT LIFE**

The Stetson University mission to educate is fulfilled through a partnership involving curricular and co-curricular programs. The Student Life program is a vital part of the University's mission. Student organizations are an essential part of the University and the Student Life program.

The primary role of student organizations at Stetson University is to provide students with opportunities (1) to enhance the University's mission to educate, (2) to meet specific student needs, (3) to broaden their social and leadership skills, (4) to encourage spiritual growth and a sense of moral and social responsibility, and (5) to provide an avenue for campus and community service. In these ways, organizations provide a means through which the University clarifies its long-range goals, and students participate directly in programs that enrich campus life.

As a part of the role which student organizations play in the education process, organizations provide students with opportunities to explore new ideas and leadership roles, and to engage occasionally in the open debate of controversial issues. Students are allowed to succeed, to fail, to argue, to reason and to discover new truths. Students are taught how to live with others in an open spirit of freedom, compromise, and mutual respect.



## REQUIREMENT FOR STUDENT ORGANIZATIONS:

**RECOGNITION** - All student organizations must be approved by the University in order to be officially recognized. Groups must have a Charter, a set of officers, a list of members, a statement of purpose, and a program of activities.

**RESTRICTIONS** - The University recognizes the legal right of students to organize and to speak in an environment supportive of an open exchange of ideas. Nonetheless, the University does not allow organizations on campus which deny human rights of other individuals, which disrupt orderly University processes, or which attempt to do psychological or physical harm to others.

**PROCEDURE** - In order to qualify as a recognized organization at Stetson University, the following must be accomplished:

1. The group seeking recognition must submit to the Department of Student Life a constitution with the following information:
  - a. *Name of organization*
  - b. *Purpose of organization*
  - c. *Membership eligibility*
  - d. *List and description of officers and duties*
  - e. *List of committees and its functions*
  - f. *Provisions for amendments to the constitution*
2. Organizations must also submit the following information to the Department of Student Life :
  - a. *Completed Organization Registration Form*
  - b. *Roster of charter members*
  - c. *List of short and long range goals for the organization*
  - d. *Name of Faculty Advisor and his or her statement of consent to serve in an advisory capacity*

When all of the above obligations have been fulfilled, copies of all materials will be sent to the Campus Life Committee chair at least one week prior to the next meeting in order to be added to the agenda. The Organization President will be notified of the date, time and location of this meeting, at which he or she and at least one representative of the organization must be present.

The final recommendation of the Campus Life Committee will be sent to the Organization President, Vice President for Campus Life, and the Department of Student Life.

Stetson University recognizes the legal right of persons to assemble and to speak and the significant role free speech and academic freedom play in the life of a university. Student organizations, however, do not speak for or represent the University, nor are such views or activities necessarily promoted or condoned by the University.

## POLICY ON HAZING

Stetson University believes that involvement in student organizations greatly enhances the development of college students. An organization's member education program, if developed and conducted in an atmosphere of mutual respect with social and moral responsibility, can contribute much to the student's total education. In keeping with this principle, and in view of the possibility of abuses by student organizations at Stetson and university campuses throughout the country, Stetson University has defined hazing as "any action taken or situation created intentionally, on or off the University campus, by students or off-campus individuals to produce physical discomfort, embarrassment, harassment, or ridicule." Any student organization that is found in violation of this policy will be subject to a review of its continued functioning by the Vice President for Campus Life at which time appropriate action of the most serious kind will be taken.

Student organizations may develop more detailed statements on hazing which may be supported by the University.

## GREEK LIFE

Greek-letter organizations have traditionally assumed an active role in contributing to the cultural, educational, and social life of the campus in providing leadership opportunities for students. At Stetson University, students have the opportunity to affiliate with six national sororities and seven national fraternities. At Stetson University, sororities and fraternities are involved in educational programs, community service, and leadership development, in addition to providing a strong bond of friendship among those invited to affiliate with the organizations. Greek-letter organizations are an exciting part of University life. Fraternities and sororities hold Formal Rush activities (membership recruitment drives) in Fall (October) for all students.

## STUDENT ORGANIZATIONS

On pages 21 and 22 is a list of officially recognized organizations for the 1998-99 academic year. Each student organization is responsible for completing a registration Renewal Form with the Department of Student Life no later than

October 1st of each year, declaring the intention to function for the current academic year. Organizations failing to do this will forfeit the right to use University facilities, receive University funds, and be represented in student publications such as the student newspaper and the yearbook.

## 1998-99 CAMPUS LIFE ORGANIZATIONS

### ACADEMIC ORGANIZATIONS:

#### College of Arts and Sciences

American Chemical Society  
American Medical Student Association  
Deutsch Club (German)  
Phi Alpha Theta (History)  
Society of Physics  
Stetson Russian Club  
Theta Alpha Phi (Theatre)

#### College of Business

A.I.E.S.E.C.  
Alpha Kappa Psi  
American Marketing Association  
Graduate Business School Association  
Roland George Investment Program  
Stetson Accounting Association

#### College of Education

Chi Sigma Iota (Counseling)  
Florida Future Educators of America  
Kappa Delta Pi

#### School of Music

Collegiate Music Educators Convention  
Phi Mu Alpha Sinfonia  
Sigma Alpha Iota

### HONORARY ORGANIZATIONS

Beta Beta Beta (Biology)  
Gamma Sigma Epsilon (Chemistry)  
Gamma Theta Upsilon (Geology)  
HOPSA  
Mortar Board  
Omicron Delta Kappa (Leadership)  
Order of Omega  
Phi Alpha Delta (Pre-Law)  
Phi Alpha Theta  
Phi Beta Kappa (General)  
Phi Eta Sigma (Freshman)  
Phi Theta Kappa  
Pi Kappa Delta (Forensics)  
Pi Kappa Lambda (Music)  
Pi Sigma Alpha  
Psi Chi (Psychology)  
Rho Lambda  
Sigma Delta Pi (Spanish)  
Sigma Pi Sigma (Physics)

### RELIGIOUS ORGANIZATIONS

Baptist Collegiate Ministry  
Campus Crusade for Christ  
Canterbury House  
Catholic Campus Ministry  
Fellowship of Christian Athletes  
Flame Campus Outreach  
Jewish Student Association  
InterVarsity Christian Fellowship  
Wesley House  
Religious Life Council  
Westminster Fellowship  
Young Life

### SPECIAL INTEREST ORGANIZATIONS

Art Club  
BACCHUS  
Best Buddies  
Black Student Association  
Caribbean Club  
Chess Club  
Club Latino  
College Bowl  
College Republicans  
Commuter Student Association  
Delta Pi Alpha  
Green Hat Media  
Indian Student Association  
Mock Trial Teamodel Senate  
Model Senate  
Non-Traditional Students  
Quest  
Stetson Gerontological  
Stetson Karate Club  
Stetson Tai Chi Club  
Student Alumni Association  
Students Transcending Homophobia  
Young Democrats  
Youth Motivators

### SERVICE ORGANIZATIONS

Amnesty International  
Circle K International  
Epsilon Sigma Alpha  
Habitat for Humanity  
Into the Streets  
Peer Educators  
Student Ambassadors

## GREEK ORGANIZATIONS

### Fraternities

Alpha Tau Omega  
Delta Sigma Phi  
Lambda Chi Alpha  
Phi Sigma Kappa  
Pi Kappa Phi  
Sigma Nu  
Sigma Phi Epsilon

### Sororities

Alpha Chi Omega  
Alpha Kappa Alpha  
Alpha Xi Delta  
Delta Delta Delta  
Pi Beta Phi  
Zeta Tau Alpha

## CAMPUS LIFE ORGANIZATIONS

Council for Student Activities (CSA)  
Family Weekend  
FOCUS  
Greenfeather  
Hatter Yearbook  
Interfraternity Council (IFC)  
Student Judicial Council  
Multicultural Student Council (MSC)  
Panhellenic Council (PH)  
Student Government Association (SGA)  
The Reporter (Newspaper)  
Touchstone Literary Magazine/Poetry At An Uncouth Hour

## STUDENT GOVERNMENT ASSOCIATION

The principal avenue for student participation in University governance is through the Student Government Association (SGA). It is composed of two main bodies, the Student Senate and the Executive Cabinet. SGA is representative of the entire student body through senators from the residence halls, the commuter population, and campus organizations. The Student Government works to have an influence on policy decisions that directly impact the student body, and acts as the true voice of the students.

SGA meetings are open to all students, and those interested in obtaining more information about the organization are invited to stop by the SGA Office in CUB Room 206.

## COUNCIL FOR STUDENT ACTIVITIES (CSA)

The Council for Student Activities is a body made up of Stetson students which provides Stetson University with a diverse range of campus activities and programs. Programming on campus has ranged from comedians to concerts, from large events like Spring Fling to casual coffee houses or trips to Florida's hottest attractions. The efforts are coordinated by eight council members hired by the Office of Student Life at the end of the previous year. Part of the Council's responsibilities are to organize the efforts of the many volunteers needed to participate in the programming process. If you would like to be in on the action, contact a member of the Council for Student Activities at ext. 7225 or call the Department of Student Life at ext. 7222.

### Programming at Stetson has included such names as:

Tommy Davidson	Tom DeLuca
Blues Traveler	Elvira Kurt
Carrot Top	Adam Sandler
The Word	Nil Lara
Collective Soul	Jon Stewart
Jars of Clay	Anthony Clark
Mark Chesnutt & James Bonamy	

## FOCUS

The Fall Orientation Program, FOCUS, is the responsibility of the Office of Student Life. The FOCUS program is designed to help new students become acquainted with the University. In addition to the orientation activities, each new student is assigned a FOCUS Advisor, an Upperclass student, who assists the students in their academic planning and social adjustment at Stetson. The FOCUS staff is selected each spring to serve for the following year.

## GREENFEATHER

Every fall, Stetson students have their own community service fund drive. "Greenfeather Week" involves many students who come together to raise funds by participating in a variety of events: Air Waves, (a Lip Sync contest), a Rock-A-Thon, Yard Sale, Olympics, Bingo and many other activities. Annually students raise over twenty thousand dollars to share with Volusia County, and DeLand community service agencies, and charity organizations.

## STETSON WEEKEND (Homecoming)

Each year, students work closely with The Alumni Association and the Office of Student Life to organize Stetson Weekend - a weekend of activities that welcome alumni back to campus. An abundance of special entertainment, athletic events, and numerous receptions and banquets are all places that students and alumni can bridge the generation gap and share in their Stetson Experience. To volunteer, call the Alumni House, extension 7480.

## **FAMILY WEEKEND**

Each year over 300 families of current Stetson students from all parts of the country come on campus to participate in a weekend of activities. Emphasis is placed upon providing opportunities for families to meet and visit with faculty and administration and "to become acquainted" with the campus. Join us for a weekend full of great events including the President's reception, the traditional picnic, and special entertainment on Saturday night

## **ADDITIONAL STUDENT SERVICES**

### **ARTISTS AND LECTURERS SERIES**

The Artists and Lecturers Committee, composed of faculty, staff and students, brings to the campus outstanding speakers and performers in the arts, letters and sciences. The series supplements those areas of the University curriculum that are already strong and adds variety by bringing programs in those areas not represented on our campus.

### **INTERCOLLEGIATE ATHLETICS**

Stetson University is proud of its history and tradition in the area of intercollegiate athletics. Hatter basketball, baseball, and tennis teams have achieved national recognition over the years. Other collegiate teams for men are soccer, golf, tennis, cross country and crew. Intercollegiate teams for women are basketball, volleyball, tennis, soccer, softball, golf, cross country and crew. Stetson is a member of the National Collegiate Athletic Association and both men's and women's teams compete on a Division 1 level. Men's and women's teams also play in the Trans America Athletic Conference.

Students are admitted free to any sports event with presentation of a current Stetson ID.

#### **Sports Equipment:**

Limited sports equipment may be checked out from the equipment room located in the lower level, west end, of the Edmunds Center and fieldhouse of the Hollis Center. The room is open during scheduled Edmunds Center hours. All sports equipment must be returned the day it is checked out. Special arrangements must be made for weekend or overnight checkouts.

Students who fail to return equipment on time, or who lose or break equipment will be charged.

#### **Sports, Intramurals and Recreation Facilities**

##### **Facilities:**

- 1 soccer field
- 2 multipurpose fields
  - 3 football
  - 3 soccer
  - 3 softball
- 5 volleyball courts
- 1 multipurpose area
- 8 tennis courts
- 2 horseshoe courts
- 12 tennis courts
- 1 tennis beat wall
- 6 racquetball courts
- 6 basketball half court

##### **Edmunds Center**

- 2 basketball courts
- 2 volleyball courts
- 3 badminton courts

##### **Hollis Center:**

- Aerobic Dance Studio
- Gameroom
- Fieldhouse (Gym)
- Fitness Room
- Juice Bar
- Pool

##### **Dressing facilities:**

- Men - lower level
- Women - second level

##### **Mandy Stoll Tennis Center:**

- 6 courts

##### **Wilson Athletic Center**

- Sports Medicine Facility
- 3 Weight/Fitness Room

The playing fields and Cummings tennis courts are open for student recreation at any time a class or a scheduled school activity is not going on in that particular area. Edmunds Center hours are from 10:00 a.m. to 5:00 p.m., Monday through Friday. Only rubber soled gym or tennis shoes are permitted on the tennis courts.

### **BOOKSTORE/CHECK CASHING**

The Stetson University Bookstore, adjacent to the Carlton Union Building, is where textbooks, stationery supplies and convenience items are sold. The store also carries Stetson emblematic memorabilia and sportswear. Please check the guidelines posted in the store, referencing returns.

### **Bookstore Hours:**

#### **Fall/Spring Semesters:**

Monday-Friday.....8:00 a.m. - 4:30 p.m.\*  
Saturday.....10:00 a.m. - 1:00 p.m. \*

\* **Exceptions: Open extended hours during the first few days of classes and closed on holidays.**

#### **Summer Semester:**

Monday - Friday.....8:00 a.m. - 4:30 p.m.

**Check cashing:** Students may cash personal checks up to \$50.00 per day at the checkout counter. No two-party checks accepted. There is a twenty-five cent (\$0.25) check cashing fee and student ID is required.

**Method of payment:** The Bookstore accepts cash, personal checks, Visa, and Mastercard. With a current Stetson ID, students may charge their textbooks and supplies to their student account at the beginning of each term. See store for exact times and details.

### **FOOD SERVICE**

The food service at Stetson is under contract with Sodexo/Marriott Management Services. Freshmen and sophomores living on campus must make a minimum purchase of \$1195.00 in any combinations listed below unless 21 years of age. Juniors and seniors have no purchase restrictions and may select any meal plan from below or select an all point option.

Points spend like cash in both the Commons food court and in the Hat Rack snack bar. Additional points may be purchased at any time during the school year with a \$50.00 minimum for billing to your University account. Points are nonrefundable and nontransferable. Within the academic year, unused points carry over from one term to the next. At the end of the academic year in May, however, any points not spent are lost. Therefore, wise management of your account is necessary.

#### **Meal Plan Selections**

21 Meal w/\$100.00 Points (athletes only)	\$1268.00
17 Meal w/\$225.00 Points	\$1268.00
12 Meal w/\$225.00 Points	\$1195.00
9 Meal w/\$375.00 Points	\$1195.00
5 Meal w/\$700.00 Points	\$1195.00

#### **Commons Food Court Hours**

Weekdays 7:15 a.m. - 7:00 p.m.

Weekends 8:00 a.m. - 7:00 p.m.

#### **Hat Rack Hours**

Weekdays 11:00 a.m. - 1:00 a.m.

Weekends 7:00 p.m. - 1:00 a.m.

Food service offers catering assistance for many functions including student organizational events. Menus and prices may be obtained through the Catering Office on the second floor of the Carlton Union Building (back of Stetson Room).

### **HOLLIS LEADERSHIP DEVELOPMENT PROGRAM**

The purpose of the Hollis Leadership Development Program (HLDP) is to foster the awareness, study and practice of leadership by all members of the Stetson community.

There is an interdisciplinary Leadership Minor comprised of 15 credits selected from an assortment of approved courses. In addition, the Hollis Program offers a broad range of co-curricular opportunities. Options include: Youth Motivators — who assist local school children, Woodrow Wilson Visiting Fellows, and grants to encourage individual leadership development projects. For more information, contact Dr. Peter Heine, Chair, HLDP, in the Lynn Business Center.

### **PRINT SHOP**

The Print Shop, located behind DeLand Hall, is available to all Stetson students for printing, photocopying and silk screening.

Thesis, term papers, invitations, stationery, programs, brochures, T-shirts, and announcements are but a few of the items which can be done there. It is recommended to check with the Print Shop first about prices, sizes, margins, pictures, layout and turnaround time for printing delivery.

Print Shop hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

## POST OFFICE

Stetson's Post Office, adjacent to the Hat Rack Patio, serves both commuter and residential students. When a student is assigned a unit and combination, it becomes his/her official University address. If packages are sent to your unit, you will receive a notice and can pick it up during post office hours.

### POST OFFICE HOURS:

Monday-Friday.....8:30 a.m. - 3:30 p.m.

Saturday.....No window service

Mail posted by 11:00 a.m.

Commuters please be sure to check your mail on a regular basis. You receive University directories, function notices, campus pay stubs, and other University information.

Please notify your correspondents to address your mail as follows, also use this format for your return address:

NAME

421 NORTH WOODLAND BLVD. UNIT \_\_\_\_ \_ \_ \*

DELAND, FL 32720+ \_\_\_\_ \_ \_ \_ \*

\*Each bank of units has their own unique four digits after the zip code to expedite your mail to you. These are posted outside the Post Office above your unit.

The intra-campus mail facilities are only for official University business. Solicitation by non-University organizations and individuals or by persons affiliated with the University but acting on their own behalf for personal financial gain shall not be conducted through these facilities. Mail pieces moving into the campus from the United States Postal Service shall not be governed by solicitation provisions.

## RELIGIOUS ACTIVITIES

Activities of student religious ministries are coordinated by the Religious Life Council (RLC). The RLC is composed of three representatives from each of the duly chartered religious organizations on campus: Baptist Student Union (BSU), Canterbury House (Episcopal), Catholic Campus Ministry (CCM), Fellowship of Christian Athletes (FCA), Jewish Student Association, Intersarsity Christian Fellowship (IVCF), Wesley House (Methodist) (WH), Westminster Fellowship Presbyterian (WF) and Young Life. RLC programs have included faculty/student retreats, musical concerts, "Oxfam" for world hunger, Yule Log Lighting and Caroling, and other special events.

In addition to on-campus activities, students are encouraged to become involved in the church of their choice in the Deland community.

## STUDENT I.D. CARD

All students registered for classes are required to obtain a valid University ID card. To obtain a picture ID, regardless of whether a student is on a meal plan or lives on or off-campus, it is required that the student go to the Meal Card Office located in the Commons. At the beginning of each semester, immediately upon completing registration, students are required to obtain from the Meal Card Office an updated semester sticker to validate the card. The card is required for checking out library materials, check cashing privileges at the University Bookstore, use of computer labs, admission to University activities, and serves as a meal card for students on the meal plan. Lost ID cards are replaced at a nominal fee. The Meal Card Office is open 7:00 a.m. to 2:00 p.m. weekdays and is located in the Commons.

## STUDENT FINANCIAL SERVICES

Stetson University is committed to assisting students to bridge the gap between their educational costs and what their families can contribute toward those costs. Stetson awarded over 22 million dollars in financial assistance to students this past year.

Students can receive assistance from one or both of two main programs, merit-based scholarships, which are based on a students' academic performance, as well as athletic or music ability; and need-based assistance, which is awarded on the basis of a family's resources determined by the Free Application for Federal Student Aid (FAFSA). Although there are a great variety of need-based financial assistance programs, they fall into three major categories; grant programs, student loan programs, and student employment programs. In addition, Stetson offers long-term borrowing opportunities and monthly payment plans to assist students and their families.

The State of Florida provides several forms of financial assistance for eligible state residents. Scholarship and grant programs exist for students of various academic abilities and financial need levels. These programs are coordinated by the Office of Student Financial Assistance (OSFA), Florida Department of Education.

For further information about financial assistance programs available at Stetson, please contact the Office of Student Financial Planning in Griffith Hall.

## STUDENT ACCOUNTS

### Advance Fees

All applicants, except auditors, are charged a one time nonrefundable enrollment fee of \$400 which will be credited to the student's account.

### Tuition and Fees

For the College of Arts and Sciences, the School of Music, and the School of Business Administration, see the insert in front of the Bulletin. For Summer Session charges, see the Summer Session brochure.

### Meal Charges

Charges for the full 17 meals per week plan includes \$200 in additional food credits. An optional 12 meals per week plan, which also includes \$200 in additional food credits, is available. Resident freshmen and sophomores are required to select a combination of meal plans/food credits equivalent to a 12 meal plan. Plans for 9 and 5 meals per week, including \$150 in additional food credits, are available for all other students. Additional food credits can be purchased in \$50 increments. The University reserves the right to adjust prices on meal plans at the beginning of each term. A \$15 charge is made for each meal card lost. Changes in meal plans can be made only at the beginning of a semester.

### Special Charges

New students pay an orientation fee of \$40. There is a late registration fee of \$25. There is a general University annual fee of \$605 and a Student Life Fee of \$95, and a Technology fee of \$100, covering all full-time undergraduate students.

### Student Billing

Undergraduate students taking ten or more credit hours in the fall or spring semesters are considered full time students and will be billed at the semester rate. Students who take nine or fewer credit hours in the fall or spring semester will be billed per credit hour, as will graduate and postgraduate students. The bill must be paid in full before registration unless other arrangements have been made with the Student Billing Office. A ten month interest free installment plan is available with automatic approval. An application, including a \$50 fee, must be submitted in advance of registration. Forms are available from Admissions, Financial Planning and Student Billing.

### Student Withdrawal and Drop Refunds

Students officially withdrawing from their entire course load during the first eight weeks of a fall or spring semester will receive a prorated tuition, room, and meals refund as follows: on or before the day of classes - 100 percent; after the end of the first day of classes but before 10 percent of the term has elapsed - 90 percent; after 10 percent, but before 25 percent of the term has elapsed - 50 percent; after 25 percent, but before 50 percent of the term has elapsed - 25 percent; after 50 percent of the term has elapsed - no credit. No refunds will be made after eight weeks.

Courses dropped during the first week of a fall or spring semester, excluding official withdrawals, are given a 100 percent refund. No refund after the first week is permitted. Note carefully that this schedule for financial adjustment does not coincide with the schedule for dropping of class registration for academic record purposes.

In the summer term, students who withdraw within the first week will receive a tuition and residence hall refund of 50 percent. After one week, no refunds will be made.

No adjustments - other than those described above - are made for any fees. Any appeal regarding withdrawals or drop refunds should be directed to the Finance Office.

## PUBLIC SAFETY AND TRAFFIC

Public Safety reports within Facilities Management and is located at 405 N. Amelia Avenue. It is open 24 hours a day and provides protection and services to the campus community. Officers are on duty 24 hours a day, seven (7) days a week, 365 days a year and aid with the enforcement of federal, state, and local statutes and University regulations. Objectives include crime prevention, safety, emergency services, and traffic and parking management.

A high priority is placed on prevention with patrols and surveillance directed toward this end. Training and information sessions are regularly offered to members of the Stetson community.

Public Safety services include:

**Emergency Phones** - There are nineteen (19) emergency telephones at strategic locations throughout campus. They can be recognized by the blue light on top. To use, simply press the button and tell us your emergency. Public Safety will automatically know your location, and will dispatch appropriate assistance.

**Escorts** - Public Safety provides after dark escorts upon request. To receive an escort, call Ext. 7300, stop by the Public Safety office, or use one of the eighteen emergency phones on campus.

**Motorist Assistance** - Public Safety officers can assist you with dead batteries and keys locked inside vehicles. Call Ext. 7300 for help.

**Lost and Found** - Public Safety serves as the central Lost and Found for the campus.

**Property Identification** - If you have valuables you wish to identify with your driver's license or social security number, Public Safety has engravers available for you to borrow.

**Vehicle Registration** - All motor vehicles operated by students, faculty, and staff must be registered with Public Safety within five (5) days after being brought to campus. This includes full-time, part-time, day, evening, summer, and commuting students and full-time and part-time faculty/staff members. Failure to register a vehicle will result in a non-registration citation. An accumulation of four (4) non-registration citations will result in the immobilization of the vehicle. Vehicles include, but are not limited to: automobiles, vans, trucks, motorcycles, and mopeds. Utility trailers and recreational vehicles are not permitted to be parked on campus at any time.

**Parking** - Parking is permitted in designated parking areas only.

**Bicycles** - All bicycles on campus must be registered with Public Safety. The registration of bicycles is required for two reasons:

1. Better control of bicycle parking and assistance in locating the owner, if possible, when specific violations require impoundment.
2. To aid in the prevention of theft and assistance in recovering the bicycle should a theft occur. When registering your bicycle, please bring the bicycle to the Public Safety office. There is no fee charged for bicycle registration.

For complete rules and regulations governing parking and traffic, please refer to "Stetson On The Go: A Guide to Traffic and Parking Regulations" issued with your vehicle registration.

## **PUBLIC SAFETY 24 HOUR TELEPHONE NUMBER**

**822-7300**

## **GENERAL UNIVERSITY POLICIES**

### **STUDENT ADMINISTRATIVE RECORDS**

There are a number of offices on campus where student records are housed. If you wish to review your records, please make an appointment with the appropriate office.

- (1) **OFFICIAL ACADEMIC RECORDS** - All records pertaining to academic information such as grades, transcripts, etc., are housed in the Registrar's Office.
- (2) **PERSONAL RECORDS** - The official personal file is housed in the Division of Campus Life. Personal letters, housing information, and a running account of the student's life at Stetson are contained in these files.
- (3) **JUDICIAL RECORDS** - All student discipline information is housed in the Office of Student Judicial Affairs separate from your personal records described above.
- (4) **MEDICAL RECORDS** - All health forms and medical records are housed in the Student Health Service.
- (5) **CAREER DEVELOPMENT RECORDS** - Students are encouraged to work closely with the Office of Career Services beginning in their freshman year to develop a resume. A resume data base is maintained for students who participate in this service.
- (6) **COUNSELING AND TESTING** - Records which contain test scores and information of a counseling and guidance nature are housed in the Counseling Center.
- (7) **FINANCIAL AID** - Students who have applied for financial aid have a file which is housed in the Office of Student Financial Planning.
- (8) **STUDENT ACCOUNTS** - Information concerning each student's financial account with the University is housed in the Office of Student Loans and Billing.

### **BUCKLEY AMENDMENT**

The Family Educational Rights and Privacy Act of 1974, informally known as "The Buckley Amendment." This is intended to provide students and parents greater access to and control over information contained in educational records. Every institution receiving federal funds of any type must comply with the law. The law stipulates that each institution is responsible for making its students aware of the law and its various ramifications.

**DEFINITION OF STUDENT** - A student is one currently enrolled or who has previously enrolled.

**DEFINITION OF RECORD** - Within 45 days of receiving a request, colleges must allow students to inspect their "educational records" which are defined broadly to include "records, files, documents, and other material which (1) contain information directly related to a single student; and (2) are maintained by a college or by a person acting for a college."

**CONFIDENTIAL LETTERS AND FINANCIAL INFORMATION** - Students are not guaranteed access to financial information furnished in the past or future by their parents, nor to confidential letters of evaluation which have found their way into records prior to January 1, 1975. As to such letters received after 1975, the law allows the student to waive his/her right of access if the letters have to do with admission, employment or honors, if the letters are used only for those purposes and if the student is told, on his/her request, the names of all letter writers. No student or applicant may be required to execute a waiver; but an unsuccessful applicant, waiver or no, has no right to inspect all or any of the file accumulated in his/her case.



**EDUCATIONAL RECORDS NOT COVERED BY THE BUCKLEY AMENDMENT** - FERPA II defines certain other material as falling outside the definition of "educational records" and thus not (so far as Federal law is concerned) open to inspection by parents or students. Such materials are: a) the records about students made by teachers and administrators for their own use and not shown to others; b) campus police records, under certain circumstances; c) employment records for college employees who are not current students; d) records about college students or those over 17 years old "created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional" acting or assisting in such capacity, for treatment purposes, and which are available only to persons providing such treatment, and/or as covered by Florida Statutes.

#### **PROCEDURES FOR CHALLENGE OF RECORDS**

**Section 1.** When any material is placed in the educational records (as defined by FERPA II) that makes an unfavorable statement about him/her, the student shall be notified of the filing within one week of the action. It is understood that the regular grade report is considered adequate notification.

**Section 2.** Upon notification of the placement of unfavorable material in educational records, the student shall be informed of his/her right to challenge the content of the material or the placement of the material. Moreover, the student shall be informed of his/her ultimate right to place documents on his/her behalf with the educational records challenged.

**Section 3.** The Challenge Board for hearings upon objections to the filing of materials in educational records shall consist of two administrators, two faculty members, and two students chosen by the University President. No member of the Challenge Board may have any direct or indirect interest in the outcome of the hearing.

**Section 4.** The Challenge Board shall adhere to the procedures utilized by administrative disciplinary boards so long as they are not inconsistent with the provisions of Title 45 Code of Federal Regulations Section 99.21.

#### **What Kinds of Information About a Student May be Released, To Whom, and Under What Conditions?**

**DIRECTORY INFORMATION** - Such information may be unconditionally released to the whole world, without the consent of the student, unless the student has specifically asked that his/her prior consent be obtained. "Directory Information" includes a student's name, campus and home address, and telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational institution attended by the student.

**ACCESS WITHOUT STUDENT CONSENT** - FERPA II expands the list of people who may have access to a student's actual record (or to receive personally identifiable information contained therein) without a student's consent.

Teachers, administrators and the like (in the same institution) may look at the record if they have a "legitimate educational interest."

Colleges may transfer information: a) to other educational institutions in which the student intends "or seeks" (new) to enroll (though the student must be given a copy of the record, if he wishes, and an opportunity to challenge it); b) to enumerated public officials (like the Comptroller General of the United States); and c) "in connection with a student's application for, or receipt of, financial aid."

Five new categories of recipients are: 1) state and local officials to whom state law in effect on November 19, 1974, required information to be reported. This presumably was added in recognition of the common statutory requirement that certain kinds of infectious diseases, gunshot wounds, and the like be reported to public authorities; 2) organizations like ETS and CEEB in connection with "developing, validating, or administering predictive tests, administering student aid programs, and improving instruction," but such organizations must not show the personally identifiable information to outsiders and must ultimately destroy it; 3) "accrediting organizations in order to carry out their accrediting functions,"; 4) parents of a student who is a dependent for income tax purposes (the HEW regulations, when issued, should make clear when a college may reasonably assume that a student is an income tax dependent); 5) "appropriate persons" in the case of health and safety emergencies, with the details left for enunciation in HEW regulation.

Other than in the exceptions just listed, or in the case of directory information or in responding to judicial process, a college may not release "personally identifiable information in educational records" or allow anyone access to those records, unless the student has given his/her written consent "specifying records to be released, the reasons for such release, and to whom," and a copy of the released records is furnished to the student.

**JUDICIAL PROCESS** - If the college is responding to a court order or subpoena, it is under no requirement to give a student a copy of the materials furnished, but it must notify him/her "of all such orders or subpoenas in advance of compliance therewith." It is to be presumed that the HEW regulations will require only reasonable notification efforts by a college before the due date of a subpoena.

**RELEASE OF INFORMATION** - If you do not want your grades sent to your home address, you need to come by the Office of the Registrar to execute the necessary forms. If you do not want "Directory Information" released, you should come by the Office of Campus Life and execute the necessary forms.

If you do not wish any organization to which you belong, such as a fraternity or sorority, to have access to your

grades, it is necessary for you to sign a statement to this effect in the Office of Campus Life.

If you need further information concerning the Family Educational Rights and Privacy Act, please feel free to come by the Office of Campus Life for assistance.

The University reserves the right to withhold grades, transcripts, and diplomas in cases of delinquent accounts.

## **STETSON UNIVERSITY ALCOHOL POLICY**

Stetson University is an educational institution dedicated to a strong academic program and to providing a caring community. The University strives to help its students become self-directed, responsible citizens. Thus, the University's alcohol policy is to assist in creating a campus environment where students have the opportunity to learn how to deal responsibly, both individually and socially, with alcoholic beverages.

Stetson University neither encourages nor condones the consumption of alcoholic beverages. Thus, members of the Stetson University community who are of legal drinking age and who choose to consume alcoholic beverages are expected to do so responsibly and in consideration of the consequences to self, others, and the community-at-large. The University recognizes, however, that many undergraduate students are below the legal drinking age and that there are serious health risks and behavioral problems associated with abuse of alcohol in the collegiate environment. Therefore, all members of the campus community are expected to recognize the potential for alcohol abuse and that such abuse is absolutely at variance with the mission of the University. The University has established educational programs and resources to complement the policies and guidelines related to the consumption of alcohol on campus. Persons who infringe upon the rights of others or who conduct themselves in an inappropriate manner which is caused by, or can be shown to be related to the consumption of alcohol, shall be held accountable for their actions, and subject to disciplinary and/or criminal action.

The regulations and practices governing the use of alcoholic beverages apply to all members of the Stetson University community. The primary responsibility for knowing and abiding by the provisions of the University's alcoholic beverage policy rests with each individual.

### **I. Legal Requirements Concerning the Use of Alcohol**

Members of the Stetson University community are subject to the alcoholic beverage laws of the State of Florida and the City of DeLand, County of Volusia. Public intoxication (appearing in a public place under the influence of alcohol or any other substance to the degree that he/she may endanger her/himself or others) is prohibited.

#### **A. Drinking Age Laws**

1. **Statute 562.11 (1a & 2) - Selling, giving, or serving alcoholic beverages to persons under age 21; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to persons under 21; penalties.**

It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume said beverages on licensed premises. Anyone convicted of a violation of the provisions is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082, or s.775.083. It is unlawful for any person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person under 21 years of age.

2. **Statute 562.111 - Possession of alcoholic beverages by persons under age 21.**

It is unlawful for any person under the age of 21 years to have in his or her possession alcoholic beverages. Convicted violators are guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

3. **Statute 768.125 - Liability for injury or damage resulting from intoxication.**

A person who sells or furnishes alcoholic beverages to a person of lawful drinking age shall not thereby become liable for injury or damage caused by or resulting from the intoxication of such person, except that a person who willfully and unlawfully sells or furnishes alcoholic beverages to a person who is not of lawful drinking age or who knowingly serves a person habitually addicted to the use of any or all alcoholic beverages may become liable for injury or damage caused by or resulting from the intoxication of such minor or person.

#### **B. Open Container Laws**

1. **City Ordinance Sec. 3-15(c). Package store sales and congregation on premises by consumers.**

It shall be unlawful for any person to consume and for any person to carry in any cup, can or any other open or unsealed container any alcoholic beverage on the streets, sidewalks, parks, and alleys within the city. The city manager, upon specific written request, may designate specific areas of city parks, times and dates where alcoholic beverages may be consumed.

2. **City Ordinance Sec. 3-16 (1)&(3). Open containers in motor vehicles.**

It is the policy of the City of DeLand that the consumption of alcoholic beverages while driving or riding in a motor vehicle is prohibited. No person shall drink from or have in his/her possession any open container containing any alcoholic beverage or any mixture containing an alcoholic beverage while in or on a motor vehicle, whether moving or stopped upon any highway. Violators of these city ordinances may be subject to fine, imprisonment or both.

**II. UNIVERSITY POLICY**

- A. Stetson University prohibits the unlawful possession, use, or distribution of alcoholic beverages by students or employees on its campus.
- B. Stetson University permits persons of legal drinking age or older to possess and consume alcoholic beverages on its campus subject to all federal, state and local laws and subject to the guidelines for alcohol use which have been established by the University.
- C. No alcoholic beverages shall be sold on the Stetson University DeLand campus.
- D. The possession and consumption of alcoholic beverages shall be permitted in the following areas under the applicable guidelines referred to in Section H below:
  - 1. Private rooms of students of legal drinking age residing in University residential facilities where alcohol consumption is approved.
  - 2. Those approved common chapter areas of Greek houses under the applicable guidelines established by the University.
  - 3. Those areas of the campus that are designated for registered social functions approved by the Vice President for Campus Life.
  - 4. Alcoholic beverages shall not be possessed or consumed in any outdoor area of the campus nor in any classroom, laboratory, or office.
- E. Stetson University considers students to be adults who are personally responsible for conforming their behavior to state and local laws and to the University's alcohol policy and guidelines. The University respects students' privacy and autonomy, assumes that students will behave legally and responsibly, and will not use inappropriate means to verify compliance with the University's alcohol policy.
- F. When the University learns of violations of law or policy on this campus, however, specified sanctions will be imposed and recurring violations will be treated with appropriate seriousness.
- G. The University designates certain residential areas as alcohol-free and in those areas no alcohol possession or consumption is permitted.
- H. The University's Alcohol Policy Guidelines, including Residential Facilities Guidelines and Registered Student Social Functions Guidelines, shall govern the specific implementation of this policy. The Guidelines specify disciplinary action for violations of the alcohol policy and sanctions may include suspension or expulsion from the University.

**III. POLICY GUIDELINES**

In addition to the general policy statements above, the following guidelines/regulations must be observed:

**A. Residential Facilities Guidelines**

Students of legal drinking age or older who choose to consume alcoholic beverages are expected to maintain conduct that will not interfere with others' rights to privacy, sleep and study within their rooms. Students will also be expected to maintain and abide by all other rights and responsibilities outlined in the Student Code of Conduct. Alcoholic beverages permitted shall be limited to beer, wine and wine coolers; other alcoholic beverages are prohibited. The University will designate certain residential areas as substance-free housing. The following guidelines must be observed in all residential facilities, other than those designated as substance-free:

- 1. Beer, wine and wine coolers may be possessed and consumed, but not sold, in the privacy of student rooms by those residents and their invited guests who are of legal drinking age. No alcohol is permitted in student rooms where both residents are under the legal drinking age. In a roommate pair situation, in which one is of legal age and one is not, the roommate of legal age may be held responsible for any possession and consumption of alcohol within that room.

2. Being present in a room where alcohol exists or is being served may be considered a violation of the University's alcohol policy as it pertains to students under the age of 21. Anyone present in a room where a violation of the alcohol policy is taking place may be found responsible for the violation whether or not they are consuming or in possession of an alcoholic beverage.
3. Possession and/or consumption of beer, wine or wine coolers are not permitted in any public areas such as: hallways, balconies, lounges stairwells, courtyards, community bathrooms or parking lots. All alcohol that is transported through public areas on campus shall be unopened.
4. Occupancy permitted in a student's room in which alcohol is being consumed shall not exceed eight persons. The door to that room shall be closed at all times during which alcohol is being consumed.
5. The amount of beer, wine and wine coolers permitted in a room shall not exceed twenty-four beverages consisting of any combination of 12-ounce beers, 12-ounce wine coolers and 6-8 ounce bottles of wine.
6. Oversized containers of alcohol are prohibited. Examples include, but are not limited to, kegs, beer balls, etc.
7. Residents are responsible for the actions, conduct and compliance with the policy of the University of their guests at all times.
8. Students shall present a valid Stetson I.D. and a valid drivers license or passport showing date of birth upon request to University officials. Invited guests of students shall also present a valid driver's license or passport showing date of birth upon request of University officials.
9. Games, contests and other activities or paraphernalia designed to encourage rapid and excessive consumption of alcoholic beverages are not permitted.
10. Violations of the alcohol policy shall be handled in accordance with the University judicial process as outlined in the Student Code of Conduct in The Connections Handbook. Alcohol use does not excuse any violations of the Student Code of Conduct.

#### **B. Registered Student Social Functions Guidelines**

Only recognized student organizations may sponsor on-campus socials involving alcohol. All on-campus Socials must be registered with, and approved by, the Department of Student Life. Students and their invited guests who are of legal drinking age or older may consume alcoholic beverages at registered Socials. Alcoholic beverages permitted shall be limited to beer, wine and winecoolers; other alcoholic beverages are prohibited.

Sponsoring organizations have the responsibility to inform their members and guests of state law, local ordinances and all University regulations. Socials including alcohol are prohibited Sunday through Thursdays and during the final two weeks of each academic semester. The following guidelines must be observed:

1. Prior to an organization applying to sponsor a registered social function where beer, wine or wine coolers may be present, it shall be required that 80% of the membership participate in an alcohol education workshop.
2. All campus Socials are private events and attendance shall be limited to members of the Stetson community and invited guests, unless made more restrictive by the Social sponsor. Each member of the sponsoring organization(s) are limited to one guest not affiliated with the University.
3. Registration forms for socials involving alcohol must be submitted to the Department of Student Life by 1:00 p.m. the Friday week preceding the date of the event. All registration forms must be approved by the Director of Student Life or his/her designee. Registration for Socials shall include completion of the Social Registration Form, which includes provision of a completed guest list. Guest lists (typed, alphabetized and numbered), as well as monitor and server duty schedules, must be turned in no later than 12:00 noon on the Tuesday prior to the event. Guest lists cannot exceed the fire code limitations for the facility in which the event is to take place. The required punch cards and wrist bands will be provided by the Department of Student Life at the expense of the sponsoring organization(s).
4. All Socials where beer, wine or wine coolers are permitted, will be "bring your own beverage" (BYOB). Those of legal drinking age may bring beer, wine or winecoolers but shall not exceed six 12-ounce beers or four 12-ounce wine coolers or four 6 to 8-ounce bottles of wine per person. Upon entrance to the Social, students must leave all alcohol at the designated serving area.
5. Sponsoring organizations shall designate one secure area with receptacles to hold the beer, wine or wine coolers brought to a Social. The common receptacles shall be the only source for beverages (both alcoholic and non-alcoholic) available for consumption at a Social.

6. Sponsoring organizations shall provide non-alcoholic beverages and food which are easily accessible. Non-alcoholic beverages shall be in prepackaged, single-serving non-glass containers. The amount of non-alcoholic beverages available should exceed the number of people invited to (as per the guest list) the event.
7. Sponsoring organizations shall post at least two signs announcing the state law relating to alcohol use, possession and consumption. Signs shall be provided to the sponsoring organization by the Department of Student Life. Signs shall be posted at the entrance and the designated serving area. Both signs shall be prominently visible. A schedule of the names and duty times of the monitors and servers shall also be posted at the Social.
8. During Socials in a Greek House, alcohol consumption shall be restricted to the designated Social area and NO alcohol can be consumed in individual member's private residence rooms nor shall guests be allowed in private residential areas during Socials.
9. At least two members of the sponsoring organization shall act as Monitors (as indicated on the Social Registration Form). All social functions are required to have at least one Public Safety officer acquired through the University Public Safety Department. Sponsoring organizations will be responsible for the cost of the Public Safety officer. More than 2 Monitors may be required as determined by the characteristics of the particular facility being used. At least one Monitor will be of legal drinking age. Monitors shall be responsible for management of the Social and enforcement of University policies. The Monitors or any Public Safety officer shall have the right to deny access to the Social to anyone they determine is impaired by alcohol or other drugs. Monitors shall not be impaired by alcohol or other drugs nor shall they consume alcoholic beverages while on duty. Monitors must have undergone an alcohol education workshop designed for monitors.
10. Should the location have more than one exit, the sponsoring organization(s) shall provide one Monitor per exit. Everyone shall enter through the designated main entrance. If a Social is sponsored by two or more organizations, each organization shall be responsible for having a Monitor at the main entrance (in addition to any other Monitors required).
11. Upon entering the Social, members and guests shall present to the Monitor his/her valid Stetson ID and a valid driver's license or passport, showing date of birth. Monitors shall verify the age of everyone entering a social and have them sign next to their name on the guest log.
12. A wristband shall be affixed by the Monitor to the wrist of any person verified to be 21 or older. Only individuals wearing the designated wristbands shall be permitted to consume alcoholic beverages. Individuals entering the Social with beer, wine or wine coolers will be issued a punch card indicating the name of the individual, the type and amount of alcohol, the date of the event, and the name/theme of the event.
13. At least two members of the sponsoring organization shall act as servers who shall control access to all beverages. Servers must be of legal drinking age who are members of the organization and have undergone an alcohol education workshop designed for servers. Servers shall not be impaired by alcohol or other drugs nor shall they consume alcoholic beverages while on duty. The names and schedule of servers shall be posted at the designated serving area.
14. Servers shall ensure that only guests who are of legal drinking age, as evidenced by a wristband and possession of a punch card, shall receive alcohol from the designated serving area. The punch card shall be marked appropriately by the server when dispensing the alcohol. When leaving a Social, the punch card must be returned to the Monitor at the entrance door.
15. Only one beer or wine or wine cooler may be served at a time. Servers must not serve alcoholic beverages to anyone they determine is impaired by alcohol or other drugs.
16. The serving of alcoholic beverages shall be discontinued 45 minutes prior to the scheduled end of the Social. Non-alcoholic beverages and food must continue to be made available during this time period.
17. Alcohol may be returned to its owner, unless that person is determined to be impaired by alcohol or other drugs. Left-over alcohol must be discarded by the server in the presence of the Public Safety Officer at the end of the Social.
18. The amount of alcohol disposed of shall be noted on the Post Party Check -Sheet which must be submitted, along with the guest log, punch cards, as well as any extra wristbands, by 9:00 a.m. the next business day to the Department of Student Life office.
19. Games, contests and other activities or paraphernalia designed to encourage rapid and excessive consumption of alcoholic beverages are not permitted.

## VI. ADVERTISEMENT

No organization shall accept sponsorship or endorsement for a Social from a company that manufactures or distributes alcoholic beverages. Advertisement of Socials may not include any reference to the serving of alcoholic beverages.

## V. JUDICIAL ACTION

The Stetson judicial process is based in the philosophy that judicial matters should be primarily educational in nature. As such, various developmental sanctions are utilized. Yet as in society in general, individuals need to learn from their mistakes. This learning process includes the use of punitive sanctions to complement the educational sanctions imposed upon an individual who chooses to violate University policies. The University has established a guideline for the use of progressive sanctions when dealing with violations of the alcohol policy. These sanctions are utilized as a guideline when determining an appropriate response to an incident involving alcohol. Different circumstances could warrant different responses to the behavior. As such, the judicial process allows the University the latitude to impose alternative sanctions should the situation require it.

The following is a model for sanctioning under the University Alcohol Policy. University judicial policies will use this model as a guide in making judicial decisions. Imposition of specific sanctions is at the discretion of the judicial body. Sanctions shall be commensurate with the violation and any aggravating and mitigating circumstances.

### INDIVIDUALS:

An individual reported to be in violation of the alcohol policy will be required to participate in a judicial conference to discuss the effects of that behavior on both himself/herself and on other members of the community. Based on previous disciplinary history, minimal sanctions may include but are not limited to:

**Warning:** A written notice that the student's behavior violated University regulations.

**Reprimand:** A letter of disapproval for violation of University regulations that reflects unfavorably on the student or University.

**Disciplinary Probation:** An encumbrance on the student's good standing at the University. Any subsequent violation of University regulations during probation period may result in separation from the University. A fixed term of probation not less than one semester in length may be specified. If no additional violations of University regulations occur, the student/organization is returned to good standing at the conclusion of the probationary period. The student may be placed on probation for a period of one (1) semester to indefinitely. A student on disciplinary probation is deemed "not in good standing" for a period of time with the University and normally the student will:

1. Forfeit the privilege to represent the University in any intercollegiate event competition, or other manner;
2. Forfeit the privilege of holding an office in any student organization recognized by the University or of any elected or appointed student office or University Community agreement.

Sanctions can include but are not limited to;

1. Attending the Decision and Choices Workshop;
2. Attending the Level II Workshop;
3. Completing Community Service hours;
4. Undergoing substance Abuse Assessment (any of the above violations might require the individual to participate in a substance abuse assessment by a qualified agency);
5. Other sanctions which may be assigned by the Director of Student Judicial Affairs as deemed necessary.

### FOR ORGANIZATIONS:

Organizations sponsoring socials are responsible for abiding by and enforcing the guidelines outlined in the alcohol policy. The president of each organization shall sign a statement for the Department of Student Life indicating that he/she has thoroughly explained the policy to members of his/her organization. The minimal sanctions for violations of the policy include:

**First Violation:** Loss of social privileges for up to six school weeks, mandatory participation in an alcohol education program for both the membership and the leadership, a fine of no more than two hundred (\$200) dollars or less, notification of an organization's national office (if applicable), the notification of the organization's faculty and/or alumni advisor, and the possible loss of eligibility for student organization funding.

**Second Violation:** Loss of social privileges for no fewer than six school weeks and not more than twenty school weeks, mandatory participation in an alcohol education program for both the leadership and general membership of the organization, a fine between \$200 and \$500 and the possible loss of eligibility for student organization funding.

**Third Violation:** Loss of social privileges for no less than twenty school weeks and no more than one calendar year, mandatory participation in an alcohol education program for both the leadership and general membership of the organization, recommendation to the Office of Student Life for the review of the organization's recognition status, a fine between \$200 and \$500, and the possible loss of eligibility for student organization funding.

## ILLICIT DRUGS

Stetson University has a long-standing policy which prohibits possession, use or distribution of illicit drugs by students and employees on the campus.

Disciplinary proceedings against a student who violates the University policy on illicit drugs will be initiated in accordance with judicial proceedings as outlined in the Student Code of Conduct. When it has been determined that a student has violated this policy, a University judicial body may impose sanctions ranging from written warnings to expulsion from enrollment. Offenses may also be the subject of legal action by civil authorities.

In all cases, the University strives to educate students to the potential harmful effects of substance abuse and to counsel students who seek assistance for substance abuse impairment.

## SOLICITATION POLICY

In the interest of maintaining an environment which is consistent with the mission of Stetson University, a "Solicitation, Publicity, and Posting" Policy has been adopted to establish a reasonable time, place, and manner for campus solicitation. Solicitation is defined as any promotion, advertisement or sale of product or services, by non-University individuals, and by those University faculty, staff and students who are acting on their own behalf for personal gain. Solicitation also includes any form of fundraising.

Forms of solicitation covered by this policy include but are not limited to the following:

- \* posting of flyers, signs, or other forms of advertisement
- \* door to door sales (specifically prohibited)
- \* staffed displays, sign-ups, or booths
- \* fundraisers or charity drives.

All solicitations must be approved by the University through the Student Life Department.

### Non-University Individuals/Organizations

Non-University Individuals/Organizations and those persons affiliated with the University but acting on their own behalf or on behalf of a non-university organizations desiring to conduct solicitation on the Stetson campus must request permission. Non-University individuals/organizations must be sponsored by a University student organization, department, program, or committee. Information regarding organizations which may sponsor non-University solicitors is available from the Department of Student Life.

The University reserves the right to require appropriate credit reference from non-University individuals and organizations. Further, the University reserves the right to withhold permission to solicit or to limit the scope or type of solicitation.

### University Student Organizations

Student Organizations desiring to conduct or sponsor solicitation on campus must follow the solicitation request/registration procedure outlined in this brochure. The solicitation request and registration procedure must be properly completed by the student organization and approved by the appropriate University office prior to solicitation

### Solicitation Request and Registration Procedure

1. Request for approval to conduct solicitation must be made using the solicitation request/registration form available in the Department of Student Life in the Hollis Center.
  - \* Request to conduct solicitation in academic or administrative facilities shall be submitted to the Vice President of Finance in Elizabeth Hall, Room 103.
  - \* Request to conduct solicitation in campus residential facilities, Carlton Union Building (CUB) and the Hollis Center shall be submitted to the Department of Student Life at least seven (7) business days before the solicitation is scheduled to begin.
2. Upon approval of the request a written permit will be issued indicating:
  - \* The name of the sponsoring organization, department or academic unit as well as the sponsored non-University group or individual (if any).
  - \* The designated area in which solicitation is allowed to occur.
  - \* The product or service to be sold or advertised.
  - \* The purpose for the solicitation activity.
3. The permit must be available for inspection by University officials at all times during the solicitation. A representative of the sponsoring student organization, academic department or programs must be present at all times during the solicitation.

4. Any student organization, academic program or department sponsoring solicitation shall be responsible for ensuring that the non-University group or individual is informed and in compliance with University policies and guidelines at all times.

## **PUBLICITY AND POSTING POLICY**

In the interest of maintaining an environment that is consistent with the mission of the University, the University reserve the right to determine appropriate location and manner of all display materials including goods, posters, banners, backdrops, etc. The University has designated suitable areas in most buildings for the purpose of providing a place for groups and organizations to post respective notices. The purpose of this set of procedures is to outline guidelines for the general posting and distribution of publicity material(s) as well as guidelines for the use of designated places on campus for the posting of said material(s).

Announcements of general to the student body of the University by recognized student organizations, University departments, programs or committees are the type of material(s) permitted. All other types of announcements will be removed. All display materials must be maintained in the designated display areas.

## **GUIDELINES FOR RECOGNIZED STUDENT ORGANIZATIONS**

Publicity materials for campus events should not be posted or distributed until approval has been completed (see below for approval procedures). All announcements must indicate the name of the University student organization which is sponsoring the event.

Publicity material(s) must be posted on bulletin boards or other approved areas designated in this policy. Under no circumstances shall any publicity material be placed, written, or painted upon any surface (interior or exterior) including, but not limited to, building columns, trees or shrubs, poles, signs, doors, windows, walls, sidewalks or other campus structures.

Efforts must be made to avoid litter. Distribution by means of accosting individuals, hawking or shouting, is strictly prohibited.

All publicity material(s) of student organizations not covered by the specific guidelines set forth in this policy must be approved by the Department of Student Life at least two (2) weeks prior to beginning advertising for the event.

Violations of this policy constitute violations of University policy and will be addressed through appropriate disciplinary channels.

## **PROCEDURES**

Materials distributed on campus by recognized student organizations must be approved by the Department of Student Life. At least one item within a set of posted materials will be kept on file in the Department of Student Life. Materials may be presented for approval for posting 9:00 a.m.-4:00 p.m., Monday-Friday, at the Department of Student Life in the Hollis Center.

Printed literature (flyers or posters) other than banners will be limited to a maximum dimension of (20"x25") unless otherwise authorized by the Department of Student Life.

All material will be assigned an expiration date. All posted literature is to be removed by the sponsor within 24 hours of the approved expiration. Materials not removed will become Stetson University property. Groups or individuals violating this policy may be charged the cost associated with removal of the publicity or any damage the publicity may have caused.

The following restrictions apply to the use of banners as publicity:

**ALL** banners must be approved by the Department of Student Life in the Hollis Center and may be posted only in approved locations. Approved locations include the Commons, the front of the CUB, and on the library wall. Some locations may be limited and may have additional restrictions. Banners must **boldly** display the name of the sponsoring student organization.

Additionally banners posted in the Commons must be: 1) limited to three (3) feet x six (6) feet; and 2) posted for no more than seven (7) consecutive days.

Chalking of sidewalks is permitted only by recognized University Organizations receiving prior approval from the Department of Student Life 72 hours prior to proposed action. Chalking may only take place in limited areas of the campus specified by the Department of Student Life.

Handouts may be distributed at meetings and events when the materials are those of the sponsoring organization. No person-to-person distribution of handouts in public places is allowed. Door-to-door solicitation is also prohibited.

The intra-campus mail facilities are only for official University business. Solicitations by non-university organizations and individuals shall not be conducted through these facilities. Mail pieces moving into the campus from the United States Postal Service shall not be governed by these provisions.



Non-University organizations or businesses are encouraged to solicit through "The Reporter" or through the mail moving into the campus from the United States Postal Service.

The University reserves the right to remove materials that are improperly posted or circulated. Noncompliance with these procedures will be referred to the Director of Student Life (or designee), and individuals and/or groups who violate these procedures may be subject to University disciplinary action.

## **DESIGNATED LOCATIONS FOR POSTING**

### **Carlton Union Building**

Up to ten posters per event may be posted in the Carlton Union Building at any given time by any single student organization. Posting may only occur on designated bulletin boards located in and around the Union Building. **No posting is allowed on bare walls, columns, windows, doors, etc.**

### **On-Campus Residential Facilities**

All publicity material must be posted in the designated areas of each Residence Hall building. All publicity material(s) intended for Residential Facilities may be subject to approval by the Department of Residential Life. No posting is allowed on bare walls, windows, doors, etc.

### **Academic Buildings**

All publicity must be posted in the designated areas of academic buildings. All publicity material(s) intended for academic buildings may be subject to approval by the appropriate academic dean. No posting is allowed on bare walls, windows, doors, etc.

Stetson University will pursue disciplinary action when there is reasonable cause to believe the University's regulations against sexual assault have been violated. Further, the University will give timely notification to the university community of a reported incidence of sexual assault. Other related behavior not specifically defined as sexual assault may also result in disciplinary action. Refer to Article II of the Student Code of Conduct for a general listing of prohibited conduct.

## **SEXUAL HARASSMENT**

Stetson University does not tolerate or condone any form of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which:

- are aimed at coercing an unwilling person into a sexual relationship; or
- make submission to or rejection of such conduct the basis for employment or academic decisions affecting the individual; or
- unreasonably interfere with the individual's work or academic performance for work or learning by creating an intimidating hostile, or offensive environment for work or learning.

Acts of sexual harassment may include, but are not limited to:

- sexual battery
- requesting sexual favors accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, etc.
- verbal harassment or abuse of a sexual nature
- physical contact such as patting, pinching, or unnecessary touching
- subtle pressure for sexual activity
- sexist remarks or gestures regarding a person's body, clothing or sexual activities

If you feel that you are being sexually harassed, you are encouraged to seek help. As a first step, contact either the Director of Student Judicial Affairs, or a member of the Sexual Harassment Grievance Council. Your discussion will be strictly confidential and does not commit you to further action. However, should you decide to pursue the matter, you may follow either an informal or formal procedure.

The informal procedure helps the victim communicate effectively with the harasser. The formal procedure deals with harassment which persists in spite of efforts to resolve the problem. **For more information consult the Sexual Harassment pamphlet available in most campus offices.**

## **SEXUAL ASSAULT**

Stetson University is committed to providing an educational atmosphere in which students can achieve their goals and maximum potential. When students experience sexual assault, their sense of safety and trust are violated which can seriously interfere with their lives and educational goals. Sexual assault is a serious, violent crime which is a flagrant violation of the University's standard of conduct. The University does not tolerate sexual assault including, acquaintance rape, in any form.

Sexual assault (rape) is non-consensual sexual intercourse involving force, manipulation or coercion. It is an act of aggression, violence, and power, and is a felony crime. The assailant can be either be a stranger, relative, acquaintance, or date. Although usually a crime committed against women, rape can also happen to men.

Examples of sexual assault include, but are not limited to:

- having sexual intercourse with an unwilling person or using threats or physical force to obtain sexual favors; or
- having sexual intercourse with a person who is physically unconscious or asleep; or
- participating in a sex act with someone so under the influence of drugs or alcohol that they are unable to voluntarily consent to the activity.

Use of alcohol or drugs does not diminish the violation.

This policy also covers any other sex-related assault or offense including any form of sexual battery under the criminal statutes of the State of Florida.

Stetson University will pursue disciplinary action when there is reasonable cause to believe the University's regulations against sexual assault have been violated. Further, the University will give timely notification to the university community of a reported incidence of sexual assault. Other related behavior not specifically defined as sexual assault may also result in disciplinary action. Refer to Article II of the Student Code of Conduct for a general listing of prohibited conduct

### Reporting Procedures

The University encourages victim survivors (survivor) to report an attempted or completed sexual assault to the Department of Public Safety (from campus, dial ext. 7300). It is always the survivor's choice as to whether or not to report a sexual assault, but reporting an assault (or attempted assault) is extremely important for protection of the survivor and the community. Reporting an assault does not mean that the survivor must press criminal charges. However, it begins the process if the survivor decides to press charges later and ensures that the survivor receives counseling and guidance.

Others on campus to whom a survivor of sexual assault may go for assistance include the professional staff of the Counseling Center or Student Health Service and other Campus Life staff members. Once the Department of Public Safety or a Campus Life staff member learns of a sexual assault, these offices will cooperate to provide the survivor with counseling and guidance.

In reporting a sexual assault, **the student survivor controls the process**. The University will: (1) encourage the survivor to receive crisis counseling and medical attention through the Rape Crisis Center; (2) encourage the survivor to report the incident to the local police and/or the Rape Victim Advocate in the State Attorney's Office; and (3) assist the survivor in receiving counseling and guidance through the Counseling Center.

The Department of Public Safety will, if requested, assist the survivor in notifying local police. If the survivor chooses not to report the incident to local law enforcement, the University must report the incident to the Rape Victim Advocate's Office in keeping with Federal legislation. The survivor will give the University the choice of providing his/her name to the Rape Victim Advocate's office. The University will not provide the survivor's name without the survivor's permission. The Victim Advocate can explain the system and give needed support so that the survivor is comfortable with whatever decision is ultimately reached.

Three important factors for the survivor to remember include: (1) it is critical for a police agency to be informed as soon as possible after the incident so that appropriate steps, such as gathering crucial evidence and information to prove criminal sexual assault, can be taken; (2) Florida State Law prohibits the publishing or broadcasting of information that would identify the victim (survivor) of a sexual offense; and (3) the survivor can decide at any point not to press criminal charges, even if already filed.

### Disciplinary Action

Survivors have an option to request that the University initiate a University disciplinary proceeding against a student assailant. Although University disciplinary proceedings do not require that a police report be filed, doing so enables the survivor to consider the full range of responses. The University judicial process administered under the Director of Student Judicial Affairs shall take precedent over any other University committee process when incidents of sexual assault or sexual harassment are reported to the University.

Specific details concerning the disciplinary process are outlined in Article III: Judicial Policies of the Student Code of Conduct as published in the Campus Life Handbook. Disciplinary action against students committing sexual assault is administered by the Director of Student Judicial Affairs (822-7200). Persons found in violation of sexual assault in a University disciplinary proceeding are subject to disciplinary sanctions which may include suspension or expulsion from the University.

Survivors are under **no obligation** to pursue disciplinary action by contacting this office. The initial consultation will clarify the disciplinary process and explain the options available to the survivor, as well as review the incident. Crisis counselors or other support persons are welcome and encouraged to accompany the survivor.

During disciplinary proceedings, the survivor and the accused are entitled to the same opportunity to have an advisor present. Further, the survivor will be afforded the opportunity to remain present throughout the disciplinary proceeding, to submit any oral or written statement concerning the incident, to have previous sexual history excluded from the hearing, and to ask questions during the proceeding.

Upon the conclusion of the disciplinary proceeding, both the survivor and the accused shall be informed of the decision.

### Options and Resources

Stetson University students who are sexually assaulted have a number of options as well as campus and community resources available to them. Options include assistance in contacting professors and work-study supervisors about absence, etc.; confidential counseling services and/or referral, as well as counseling and guidance for medical treatment; assistance with possible changes in on-campus residential housing assignment and academic class assignment if reasonably available; and assistance in disciplinary proceedings and/or reporting the incident to local police.

#### Resources include:

- |    |   |          |
|----|---|----------|
| 1. | Department of Public Safety.....                  | 822-7300 |
| 2. | Director of Student Judicial Affairs.....         | 822-7200 |
| 3. | Student Health Services.....                      | 822-8150 |
| 4. | University Counseling Center.....                 | 822-8900 |
| 5. | Rape Crisis Center (Daytona Beach).....           | 258-7273 |
| 6. | Rape Victim Advocate (State Attorney Office)..... | 239-7710 |
| 7. | DeLand Police Department.....                     | 734-1711 |

It is important to remind students that SEEKING ASSISTANCE from any of these resources DOES NOT OBLIGATE SURVIVORS TO TAKE FURTHER ACTION. However, whether or not a survivor desires to take further action, medical assistance is essential. A physical examination, by a physician of the survivor's choice, will take care of obvious and/or hidden injuries and provide opportunity for the survivor to discuss with a physician potential pregnancy or communicable disease concerns.

A number of University offices, departments and student organizations offer prevention services and/or programs designed to promote awareness of sexual assault and other sex offenses. Programs and services include crime prevention, Public Safety escort program, emergency telephone system, alcohol awareness, safety orientation for new students, health issues, and communication skills.

### SMOKING

Medical evidence clearly shows that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars, and pipes is also an irritant to many nonsmokers and can worsen allergic conditions. In sufficient concentrations second-hand smoke may be harmful to those with chronic heart or lung disease. New research indicates that long-term exposure to secondhand smoke may seriously threaten the health of nonsmokers.

In an effort to consider the needs and concerns of smokers and nonsmokers alike and to provide a healthful working environment for every Stetson University student and employee, the following university smoking policy is in effect. All university students, employees and visitors are expected to comply with the smoking regulations detailed in this policy.

#### SMOKING PROHIBITED AREAS

- Any area in which a fire or safety hazard exists.
- Common areas, including elevators, hallways, stairwells, lobbies, waiting rooms, copier rooms, mail rooms, auditoriums, reception areas, student service areas, employee lounges, and restrooms.
- Classrooms and conference rooms (a short smoking break may be provided during meetings lasting longer than one hour if requested).
- General open or public office areas.
- Computer and storage areas.
- All other locations not specifically discussed in the section below entitled "Other Areas."
- Residence Halls.

## OTHER AREAS

- Private offices may be designated "smoking permitted" or "no smoking" by the occupant. However, the occupant should refrain from smoking when a nonsmoking student, employee or visitor is present.
- In areas where smokers and nonsmokers work together, supervisors should make a reasonable effort to separate smokers from nonsmokers. In doing so, supervisors should take into consideration air flow, ventilation, existing physical barriers that might be of help, and individual sensitivities of nonsmokers.
- Students and/or employees will refrain from smoking when in university vehicles with nonsmokers.

## CONSENSUAL RELATIONS BETWEEN FACULTY AND STUDENTS

*The Stetson University Faculty Senate has endorsed a statement on consensual relations which was adopted by the American Association of University Professors. The statement which follows was approved by Committee W on the status of Women in the Academic Profession, adopted as Association policy by the Council in June 1995, and endorsed by the Eighty-first Annual Meeting.*

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluation role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

In their relations with students, members of the faculty are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student.

*Approved by the Stetson University Faculty Senate, December 11, 1995.*

## STUDENT EMPLOYMENT GRIEVANCE PROCEDURE

The University recognizes that problems involving Employer-Employee relations will arise at times. It is in the best interest of both the University and the student employee to resolve these matters as soon as possible and at the lowest possible level. In order to assure student employees that their employment problems will be given fair consideration, a means of review and appeal to higher levels of authority has been established.

**NOTE: ANY STUDENT EMPLOYEE WHO FAILS TO FOLLOW THE GRIEVANCE PROCEDURES AS OUTLINED BELOW SHALL LOSE ANY RIGHT IN PURSUING THE GRIEVANCE AND THE GRIEVANCE WILL BE SUBJECT TO DISMISSAL.**

### WHAT IS A GRIEVANCE?

A grievance is a complaint by an employee regarding the interpretation or application of University rules and regulations, working conditions, or alleged improper treatment, which has not been resolved satisfactorily, in an informal manner between the employee and the immediate supervisor. A grievance complaint must set forth a clear indication of unfairness resulting in harm or damage to the aggrieved person, arising out of management failures, working conditions, or employment relationships. The complaint must be concerning a matter within the control of the department head, and must state the relief sought. This relief must also be within the authority of the department head to grant, in whole or in part.

**NOTE:** A decision declining re-employment of a student after completion of an authorized period of employment is not classified as termination, therefore not subject to appeal.

### GRIEVANCE PROCEDURE

a) The employee should first attempt to address the complaint or grievance informally by discussing it with the immediate supervisor. Although the University encourages the resolution of problems by informal discussion between employee and supervisor, the employee is free to discuss the complaint with the Student Employment Coordinator in the Department of Student Financial Planning. If deemed necessary the Student Employment Grievance Board may be consulted in an attempt to resolve the issue(s) in an informal manner. However, an informal discussion must be held with the immediate supervisor or the Student Employment Coordinator before a formal complaint may be filed.

b) If the matter is not adjusted to the employee's satisfaction through the informal discussion, the employee may proceed to the first step in the formal grievance procedure by presenting the grievance in writing to the immediate supervisor, describing the adjustment desired, within five working days of its occurrence. The supervisor will have five working days in which to provide the employee a response in writing.

c) If the employee is not satisfied with the response from the supervisor, he or she may within five working days of receiving a reply from the supervisor, present the grievance to the Department Head. Employees who work in the cafeteria should present the grievance to the Student Director if the problem is with one of the student managers. If the problem is with a Sodexho employee the grievance should be forwarded to the Student Employment Coordinator. If the student is working in a cash employment position, a copy of the grievance must be forwarded to the Council of Deans or a Vice President. The department head will have five days in which to respond in writing, with copies forwarded to all parties involved including the Student Employment Coordinator.

d) If the employee is not satisfied with the response from the Department Head, he/she may appeal the decision to the Student Employment Grievance Board. The Student Employment Grievance Board will be appointed by and chaired by the Vice President for Campus Life or his/her designee. The chair is a nonvoting member. The board will consist of one student, one faculty member and one staff member. None of the appointees will be associated with the student presenting the grievance or the department in which the student is employed.

The Grievance Board must be appointed within five working days of the receipt of the latest appeal. The appeal shall be made in writing to the Vice President for Campus Life and must state the basis on which the appeal is being made. The Grievance Board may uphold, vacate or alter the decision of the Department Head. The Student Employment Grievance Board will provide a response in writing to the student employee with copies forwarded to all parties involved.

e) The decision of the Student Employment Grievance Board will be final.

## **POLICY REGARDING HIV/ACQUIRED IMMUNE DEFICIENCY SYNDROME AND RELATED CONDITIONS AMONG STUDENTS**

Stetson University recognizes that Acquired Immunodeficiency Syndrome (AIDS) and related conditions are life-threatening illnesses. Stetson University is committed, in all aspects of the administration of its educational process, to the protection of the comparative rights of individuals with life-threatening illnesses, including but not limited to, cancer, heart disease, and AIDS. The University realizes that individuals affected with life-threatening illnesses may wish to continue to engage in as many of their normal activities as their individual situations allow. Provided students with AIDS, or related conditions, are able to meet acceptable academic performance and/or attendance standards required of all students and medical evidence continues to indicate that their condition and actions pose no direct threat to the health and safety of themselves or others, the University will treat these students as it does other students with other disabilities.

Stetson University will not discriminate against an otherwise qualified individual by failing or refusing to enroll or expelling any student, segregating or classifying any student in any way which would deprive that individual of educational opportunities or adversely affect his/her status as a student, or otherwise discriminate against any individual with respect to the terms, conditions, or privileges of student status on the basis of knowledge or belief that the individual is, or is regarded as being, infected with human immunodeficiency virus (HIV), or has a relationship with an infected individual, unless the absence of HIV infection is a bona fide educational qualification.

The Surgeon General has stated that AIDS is not contracted by casual contact, but only through sexual contact or blood-to-blood contact. Therefore, affected students will be permitted to continue their education until their medical condition prevents them from pursuing their educational responsibility within acceptable performance and attendance standards. The University further recognizes that each identified incidence of Acquired Immune Deficiency Syndrome, AIDS-Related Complex, or positive HIV antibody test, and any resulting decisions affecting an individual's status as a student, must be evaluated on a case-by-case basis. The University's general policies and procedures related to HIV/AIDS, and its response to individual cases of the disease, or a positive HIV test, shall generally be based upon current medical evidence and advice, including the recommendations of the American College Health Association's Task Force on AIDS, the guidelines suggested by the Centers for Disease Control and the Public Health Service, the Department of Health and Rehabilitative Services, and the Governor's Task Force on AIDS.

The University's general student policy on HIV/AIDS will be coordinated by the HIV/AIDS Advisory Group, to be appointed by, and to report to the Provost. Membership of the Advisory Group shall include:

Vice President for Campus Life (Chair)  
Director of Student Health Service  
Assistant Director of Student Health Service  
Faculty Member (selected by the Faculty Senate)  
Director of Counseling Center  
Director of Residential Life

The following general policies and procedures shall apply to the Committee's response to AIDS-related conditions within the University student community.

- 1) The University recognizes a program of education and communication as vital in the response of the University community to AIDS-related situations and other life-threatening illnesses, and to the exercise of some element of control over the spread of such communicable diseases. The University strives to educate members of the University's student community, with respect to modes of transmission of the disease, precautions and preventative measures as to both affected and non-affected students, and the personal responsibility of individuals with confirmed HIV antibody tests to prevent the spread of the disease within the University community. Specific responsibility for the dissemination of information to the student community about the transmissibility of the disease and precautions shall be delegated to the Vice President for Campus Life.
- 2) Safety and health are mutual concerns for both the University and its students. Reasonable precautions will be taken by the University to ensure that such HIV infected students do not present a health or safety threat to themselves or others, and the University encourages all students to follow general safety and health rules, attend safety or health-issue meetings, and take precautions in any situation where transmission of body fluids may take place.
- 3) To the extent that University students who have medically diagnosed cases of AIDS, or a positive HIV antibody test fall within the parameters of the Americans With Disabilities Act, the Rehabilitation Act of 1973, sections 503 and 504, and regulations promulgated pursuant thereto, or Florida Statutes, Chapter 760, or other federal or state statutes governing nondiscrimination on the basis of disability, the University will take steps to prohibit it so it does not impose an undue hardship upon the University, for individuals infected, or regarded as being infected with AIDS, including programs of admission, courses of study, counseling, employment opportunities, transportation, health care, housing and financial assistance.
- 4) The HIV/AIDS status of prospective students will not be sought or considered in the pre-admission or admission process of the University.
- 5) Decisions concerning limitations upon a student's participation in the educational programs of the University, including participation in individual courses of study, housing, or nonacademic services, shall be made on a case-by-case basis. Any actions affecting the educational opportunity of an affected student shall be based on a good faith determination that the individual's condition substantially interferes with his or her ability to meet acceptable academic performance and/or attendance standards, cannot be reasonably accommodated without imposing an undue hardship for the University, or causes a direct threat to the health and safety of self or others. Any individual's situation determined by the University to pose a direct threat to the health and safety of others shall be handled, insofar as appropriate, in consultation with appropriate health officers.
- 6) As required by law, the University shall make reasonable efforts to accommodate the special needs of students with HIV/AIDS, unless the University can show that such accommodation poses undue hardship on the University. Such accommodation includes the designation of the Assistant Director of the Student Health Service as a counselor especially trained in HIV/AIDS issues who serves as a coordinator for advisement, counseling and referrals with regard to the disease.
- 7) In accordance with existing University procedures, the medical records of students shall be treated as confidential, and such information, including specific information regarding the diagnosis of AIDS, or a positive HIV antibody test, shall not be released, without the written consent of the affected individual, except as otherwise provided by law. Such confidentiality shall attach to all contact between an affected individual and the University's counselors especially trained in AIDS issues or University physicians or other health care providers, subject to the provision of applicable law regarding disclosure to prevent the spread of disease, including disease reporting statutes.
- 8) No final action denying the admission to, or participation in a program of the University, of a student infected, or believed to be infected with human immunodeficiency virus, shall be taken without prior referral to and recommendation of the HIV/AIDS Advisory Group. The HIV/AIDS Advisory Group serves as the final authority in such matters.

# STUDENT CODE OF CONDUCT

## PREAMBLE

Stetson University endeavors to provide a living and learning environment in which students can meet their academic goals. The University has the responsibility of providing students a clear understanding of the academic requirements and policies which are generally published in the University Bulletin and The Campus Life Handbook. As a community, the University is dedicated to both personal and academic excellence. Therefore, choosing to join the Stetson University community obligates each member to a code of civilized behavior.

The University determines, publishes and makes known its rules and regulations concerning student conduct. In addition, the University has the right to determine when its rules are violated and to determine the appropriate course of action. The purpose of this handbook is to present the University's rules and regulations that govern student conduct and student activities. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

By enrolling in Stetson University, the student accepts the responsibility to become fully acquainted with the University's regulations, to comply with the University's authority, to respect the rights and property of others, and to recognize that student actions reflect upon the students involved as well as upon the entire University community. The University reserves the right to take appropriate disciplinary action for any conduct which reasonably interrupts and/or infringes upon orderly life in the University community or infringes on the rights of others. Students shall be afforded all opportunities for fairness in disciplinary proceedings. However, the University reserves the right to withdraw a student at any time for any reason deemed sufficient by the University.

## ARTICLE I: Definitions

### When used in this code:

1. the term "University" means Stetson University.
2. the term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than Stetson University and who reside in University residence halls. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the University are considered "students".
3. the term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities (including head residents and resident advisors and fraternity/sorority counselors).
4. the term "faculty member" means any person hired by the University to conduct classroom activities.
5. the term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
6. the term "organization" means any number of persons who have complied with the formal requirements for University recognition.
7. the term "University-sponsored activity" means any activity on or off campus that is initiated, aided, authorized or supervised by the University.
8. the term "judicial body" means any person or persons authorized by the Vice President for Campus Life to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. the term "Student Judicial Officer" means a University official authorized on a case-by-case basis by the Vice President for Campus Life to impose sanctions upon students found to have violated the Student Code. The Vice President for Campus Life may authorize a judicial officer to serve simultaneously as a judicial officer and the sole member or one of the members of a judicial body. Nothing shall prevent the Vice President for Campus Life from authorizing the same judicial officer to impose sanctions in all cases.
10. the term "Appellate Board" means any person or persons authorized by the Vice President for Campus Life to consider an appeal from a judicial body's determination that a student has violated the Student Code or from the sanctions imposed by the Student Judicial Officer.
11. the term "shall" is used in the imperative sense.
12. the term "may" is used in the permissive sense.
13. the Vice President for Campus Life is that person designated by the University President to be responsible for the administration of the Student Code.
14. the term "policy" is defined as the written regulations of the University as found in, but not limited to, the Campus Life Handbook, the Residential Life Guidebook, and the Graduate/Undergraduate Catalogs.
15. the term "cheating" includes, but is not limited to; (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (See Academic Honesty Policy).

16. the term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgments. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (See Academic Honesty Policy).

## ARTICLE II: Proscribed Conduct

### A. Jurisdiction of the University

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives. The University may review and/or take action against any student for off-campus conduct as outlined under Section B.

### B. Off-Campus Conduct

1. The University may choose to initiate the disciplinary process against a student:
  - a. if a student is charged with an off-campus conduct violation of federal, state, or local laws; or
  - b. when a student's behavior off-campus interferes with the rights of others, reflects adversely on the University, or results in a criminal conviction; the circumstances of the case shall be reviewed by the Vice-President for Campus Life or his/her designee to determine whether the student may be subject to disciplinary action and/or determine the status of the student. The University will take disciplinary action against a student for an off-campus violation when the nature of the violation is such that, in the judgment of the Vice President for Campus Life, or his/her designee, the violation may demonstrate disregard for the University community and/or is likely to disrupt or interfere with the normal operation of the University.

### C. Conduct - Rules and Regulations

University regulations are set forth in writing in order to give students general notice of prohibited conduct. The list is not designed to be all-inclusive but should serve as examples of prohibited conduct and, thus, be broadly read. Any student found to have committed conduct prohibited by the University is subject to the disciplinary sanctions out-lined in Article III:

1. **Respect for the Law** - Stetson University students are expected to be good citizens of the community. Regulations of the University, state of Florida, and the United States apply to all students. This includes, but is not limited to:
  - a. Students/organizations must comply with all public laws.
  - b. Students/organizations must adhere to all laws and University regulations governing the purchase, use, sale, furnishing, possession or consumption of alcoholic beverages. Florida state law prohibits the possession, use or distribution of alcohol to any individual under 21 years of age. Residents age 21 or older are permitted to possess or consume wine, beer and wine coolers only as in accordance with the University guidelines contained in the University alcohol policy.
  - c. Unlawful manufacturing, possessing, having under control, selling, transmitting, using or being a party thereto of any dangerous drug, controlled substance or drug paraphernalia on University premises or at University sponsored activities is also prohibited.
  - d. Firearms, fireworks, chemicals of explosive nature, explosives or explosive devices, or weapons shall not be maintained on the University campus except as may be specifically authorized by the Chief of Public Safety. The term "weapon" includes any object or substance designed to inflict a wound, cause injury or incapacitate and may include, but are not limited to, all firearms, pellets/BB guns, home-manufactured cannons, bow and arrows, slingshots, martial arts devices, switchblade knives or knives with a blade four inches or longer, and clubs.
  - e. Students/organizations must refrain from disorderly conduct. Specifically, behavior which disrupts the academic, administrative or residential community, infringes on the rights of others in the community or disrupts the generally accepted sense of public decency and morals within the community.
  - f. Students/organizations must refrain from tampering with fire safety equipment such as extinguishers, smoke detectors, alarm pull stations or emergency exits. Tampering with any equipment or fixtures used for the purpose of fire, health, or building safety is prohibited.
2. **Respect for others** - students are expected to act with regard for the well being of others, to be civil and to cause no harm to others.
  - a. Students/organizations shall not endanger the safety, health, or life of others. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens any person is prohibited.
  - b. Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.
  - c. Violation of federal, state or local laws on University premises or at University sponsored or supervised activities may be adjudicated under the University Code of Conduct.



- d. Students/organizations must show respect for employees of the University (employees include Residential Life and Student Life staff) and avoid all forms of harassment or interference with the performance of their duties.
  - e. Students/organizations shall comply with the proper and lawful directions of University officials acting in the performance of their duties, failure to present identification and/or identify oneself when requested to do so is a violation of this standard.
  - f. Students/organizations who engage in hazing activities will be adjudicated. Examples include, but are not limited to: physical abuse, moral indignity, sleep deprivation, forced exclusion from social contact, nudity, destruction or removal of public/private property.
  - g. Students/organizations shall not exhibit conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the University premises or at functions sponsored by, or participated in by the University. Examples of such conduct include, but are not limited to: abuse, nuisance or obscene telephone calls, excessive noise, exhibitionism, and fighting.
3. **Respect for Personal and Academic Integrity**- Stetson University is an academic community. The value of Stetson University's education is determined in part by the quality and character of Stetson University students and graduates. Therefore, students/organizations are expected to uphold personal and academic integrity.
- a. Students/organizations shall refrain from all acts of dishonesty, including but not limited to: cheating, plagiarism, and other forms of academic dishonesty.
  - b. Students shall refrain from furnishing false information to any University official, faculty member or office.
  - c. Students/organizations shall refrain from forgery, alteration or misuse of any University document, record, or instrument of identification. This includes the falsification of any official time sheet or record of employment by any student either employed by the University or working in a position on University property.
  - d. Students shall be required to obtain an official student identification card within one week of enrollment at the University. Students are required to carry their student identification card with them at all times, and present it when requested to any University official who makes such a request while in the performance of their duties. The altering of, or misuse of a student identification card is prohibited. Students must surrender their student identification card to the Director of Student Judicial Affairs upon their withdrawal from the University.
4. **Respect for Property**- Students/organizations must respect the property of others and take reasonable care when using University or personal property.
- a. Attempted or actual theft of and/or damage to property of the University community or other personal or public property is prohibited. This includes theft of services on University premises and knowingly possessing stolen property.
  - b. Unauthorized entry into any University facility, or portion thereof, or unauthorized use or abuse of any University building, facility or premise. Students are not permitted on the roofs of any building at anytime. The unauthorized possession, duplication or use of any key which fits any University facility is prohibited.
  - c. Theft or abuse of computer time or network services including, but not limited to: (1) unauthorized entry into a file, to use, read, or change the contents, or for any other purposes; (2) unauthorized transfer of a file; (3) unauthorized use of another individual's identification and password; (4) use of computing facilities to interfere with the work of another student, staff or faculty member; (5) use of computing facilities to send obscene or abusive messages; (6) use of computing facilities to interfere with normal operations of Stetson's computing systems; (7) use of networking facilities that is not in compliance with the policies established by the Center for Information Technology.
  - d. Students/organizations who violate published University policies, regulations, or rules will be adjudicated. Such regulations include, but are not limited to: residential housing agreements and policies, and regulations relating to parking and traffic.
5. **Respect for the Judicial System** - students/organizations shall be afforded all opportunities for fairness in disciplinary proceedings. However, students/organizations shall not abuse the judicial system. The following are examples of violations of this principle:
- a. Failure to obey the summons of a judicial body or University official.
  - b. Falsification, distortion, or misrepresentation of information before a judicial body.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Institution of a judicial proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.

- f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
  - h. Failure to comply with the sanction (s) imposed by the judicial body.
  - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
6. **Respect for Residential Policies** - Stetson University and the Departments of Residential and Student Life are committed to creating an environment which enables students to freely pursue their academic goals. As such, it is crucial that students take responsibility for their actions and behaviors as members of that community. The Residential and Student Life staffs operate under the premise that students residing in our facilities are adults capable of initiating reasonable decisions to ensure the rights and responsibility of themselves and other students. Students have the right to pursue their studies in a pleasant and secure environment, and the responsibility to know and adhere to policies and procedures which are the standards for the Stetson residential and University communities. These policies and procedures apply to all residential facilities including the fraternity and sorority houses.
- a. Appliances - To ensure the safety of all residents, and to comply with state and local fire regulations, the following appliances are **NOT** permitted for use within the residential facilities: halogen lights, hot plates, toaster ovens/toasters, crock pots, open coil appliances and electric woks and/or skillets. Further, extension cords are not permitted. If there is a need for multiple plugs over and above those outlets provided, residents must provide a strip outlet which meets the following specifications:
    - 1. Must be UL approved and include a circuit breaker;
    - 2. Must be 15 amps, 14 gauge;
    - 3. Must be 120-125 volts;
    - 4. Cannot have more than six (6) grounded power outlets per strip.

These strip outlets are available in the Stetson University Bookstore and in area department stores.

- b. Bicycles/Motorcycles/Motor vehicles - Bicycles/Motorcycles are **NOT PERMITTED** in areas of public access, exits, stairwells, hallways or lounges and must be kept outside the building due to fire safety regulations. Residents are advised to keep all bicycles, motorcycles and other vehicles secured at building bike racks. It is also advised that you provide some covering and a secure lock for your vehicle. Bike racks are available at each residence hall. Further, covered bike lockers are located at Chaudoin Hall and next to Nemec Hall which may be reserved by contacting the Office of Residential Life located in room 216 of the Carlton Union Building.

All students are required to register their motor vehicles and bicycles with the Department of Public Safety. Further, all guests bringing vehicles on campus must also register with Public Safety. A complete listing of parking regulations and procedures is available from the Department of Public Safety.

- c. Fire and Safety Procedures - Fire drills are conducted at various times during the year to insure that all residents are familiar with evacuation procedures and to ensure that all safety equipment is functional. During a fire drill or alarm, every student **MUST** evacuate the building and follow emergency procedures and Public Safety and Residential Life or Student Life staff instructions.
- d. Flammables - Any substance that could cause a fire, damage, or an explosion are not permitted inside the residential facilities. This provision includes kerosene heaters and fuel, fuel containers for motorcycles and motor vehicles, candles, open flames, incense of any kind, fragrance pots and similar burning devices.

Because of serious concerns about life safety and fire procedures, there will be announced room inspections to identify and correct fire and safety hazards. The purpose of these room inspections is to protect you, your neighbors and your property, as well as to establish compliance with safety regulations.

- e. Guest and Escort Policy -A guest is defined as a person who is a nonresident of a residential facility. Hosts are responsible for the behavior of their guest(s) at all times and are required to escort them within the residential facilities at all times. Hosts are also obligated to inform guests of all University and Residential Housing policies. Please note that guests are subject to the same policies and procedures as are students, as guests and their hosts share responsibility for conduct on the campus. Guests should not be in buildings un-escorted or in possession of residence hall keys. Guests will be escorted out of the building should they be in violation of the Guest and Escort policy.

Further, we require residents to limit their guests' stay to no more than two consecutive nights on campus (unless special permission is granted by the Assistant Director.) Residents may host overnight guests for no more than ten (10) nights per academic year. **REALIZE GUESTS OF THE OPPOSITE SEX MUST ADHERE TO THE VISITATION POLICY.** Our goal is to ensure the safety and security of our facilities and residents while also allowing for students to host their guests.

- f. Noise and disruptive Behavior - Residential facilities must be conducive to studying and sleeping. It is important that residents respect the rights of others as they study, sleep, listen to music and socialize. Courtesy hours should be in effect at all times; that is, residents are expected to be considerate of others and to comply with any request for quiet. Residents should operate stereos, televisions and sound equipment with regard for the rights of others. Use of musical instruments in the residential facilities should respect these rights as well. Other behavior which is disruptive to the residential and campus community is also prohibited.
  - g. Pets - Pets, other than tropical fish or seeing eye dogs, are prohibited in any residential facility. Fish tanks are limited to 50 gallons in size.
  - h. Quiet Hours -In addition to normal courtesy hours, quiet hours will be established and included in the Community Agreement for each floor. During the established quiet hours, each resident is responsible for making sure that his or her noise is not at a level to disturb anyone else who may be studying or sleeping. During Final Exam week each semester, 24-hour quiet hours will be in effect for all residential facilities. Twenty-four hour quiet hours begin at 12:00 midnight on the night before reading day.
  - i. Safety and Security - Ideally, we would like to guarantee that all students and facilities are free from safety and security concerns. These goals can only be achieved, however, with the assistance of residents. Students are responsible for maintaining a safe living environment. Propping doors, allowing access of unauthorized guests to the residential facilities, propelling or discarding items from windows, duplicating residence hall building and/or room keys or otherwise participating in any behavior which compromises the security and safety of residents or facilities is prohibited.
  - j. Smoking Policy - In compliance with Florida state law, smoking is not permitted in any area of the residential facilities (including private rooms, hallways, lounges, lobbies or stairwells.)
  - k. Sports Activities - Recreational areas and playing fields are located near most residential facilities. Because of the risk of personal injury, damage to University or individual property, or disruption within the living environment, sports activities (including but not limited to golf, frisbee, roller-blading or skating, football, hockey, etc.) and the use of any sporting equipment are not permitted inside residential facilities except in designated areas.
  - l. Room Vandalism and Property Damage - All student rooms are inspected prior to occupancy, during official University holidays when the residential facilities are closed, and again at the end of the contract period. As a result, any damage which is noted in a student's room during the period of occupancy will be billed to the occupant(s) responsible for the damage. Normal wear and tear will be considered in assessing these costs. Damage or vandalism to residential facilities (including but not limited to room and lounge furnishings, hallways, doors, locks, windows, vending machines, microwaves, or other equipment) is prohibited. Students found in violation will be subject to the judicial action, as well as being responsible for restitution for the item(s) damaged or vandalized.
- Common areas are those areas within the residential facilities other than a resident's room made available for use by all students living on a floor, hall or within a building. Where insufficient evidence exists to charge any individual(s) for common area damage or vandalism, assessment for damage may be made to all students assigned to the hall, floor or building where the damage or vandalism occurred. Students responsible for accidental damage within their individual room or within any residential facility are encouraged to furnish this information to a staff member to take appropriate responsibility for their action. In cases of accidental damage, a judicial hearing may be conducted. Students in this situation may be responsible for the cost of repairing or replacing the damaged item.
- m. Visitation - Stetson University has a policy which requires that residents not host members of the opposite sex as guests within certain hours. Any behaviors engaged in by residents and/or their guests which infringe on the rights of roommates or hallmates may be considered a violation of this visitation policy, the Guest/Escort policy, and/or the policy addressing noise/disruptive behavior. Hours have been established during which residents **MAY** host guests as follows:

**Conrad Hall, Gordis Hall-upper/lower 5, Fraternity and Sorority Houses:**

Sunday through Thursday 10:00 a.m. - 12:30 a.m.

Friday and Saturday 10:00 a.m. - 2:00 a.m.

**Carson/Hollis, Chaudoin, Gordis upper/lower 4 and 6, Nemec,**

**Smith, Stetson, Foreign Language House and French House:**

Monday through Thursday 10:00 a.m. - 12:30 a.m.

Weekends 10:00 a.m. Friday through 12:30 a.m. Monday.

**Emily Hall**

A policy of "24/7" visitation is in place for Emily Hall. Residents are expected to comply with the conditions agreed upon in their Roommate and Community Agreements. "24/7" visitation does not in any way condone cohabitations. Residents must follow the Guest Policy as outlined in section 6e above.

**ARTICLE III: Judicial Policies**

**A. Judicial Authority**

1. The Director of Student Judicial Affairs shall serve as the Student Judicial Officer and shall determine the composition of the judicial bodies and determine which judicial body shall be authorized to hear each case.
2. The Student Judicial Officer shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.
3. Decisions made and sanctions imposed by a judicial body and/or Student Judicial Officer shall be final pending the normal appeal process.
4. A judicial body may be designated as arbitrator of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

**B. Adjudication Process**

1. A student who is alleged to have violated the Student Code shall have the matter adjudicated by either an administrative hearing or a hearing by the Student Judicial Council. Administrative hearings are usually conducted by the Student Judicial Officer, but the Student Judicial Officer may constitute a hearing board of three persons; one faculty member, one staff member and one student to hear certain cases.
2. Under certain circumstances a student may be required to have an administrative hearing. Such circumstances include, but are not limited to, the following: when the alleged violation involves a sensitive personal or academic issue, (such as cases of sexual misconduct), during finals week, between semesters, and in the summer when the Student Judicial Council is not in session.
3. Generally, violations of University residential housing policies are referred to the appropriate Residential Life/Student Life staff members, but may be adjudicated by the Director of Student Judicial Affairs.
4. Violations of University regulations by officially recognized student organizations are handled by the Director of Student Life.

**C. Charges and Hearings**

1. Any student, staff member, or faculty member may submit to the Student Judicial Officer charges against any student for misconduct. Such charges shall be submitted, in writing, to the Student Judicial Officer as soon as possible after the incident takes place.
2. The Student Judicial Officer shall make every effort to have alleged student misconduct matters considered as expeditiously as possible in order to remove any question of a student's continuance at the University.
  - a. The Student Judicial officer will secure all available information concerning the alleged misconduct to determine if the charges have merit. If charges can be resolved administratively by mutual consent of the parties involved on a basis acceptable to the Student Judicial Officer, such disposition shall be final and there shall be no subsequent proceedings.
  - b. If the student withdraws from the University before the matter is resolved, reentry shall not occur until the matter is resolved.
3. The Student Judicial Officer shall present all charges in writing to the accused student and shall inform the student to contact him/her to schedule a hearing within three (3) but not more than five (5) business days after the student has been notified of the charges. Notification will be attempted to either a campus address, or to the last address provided by the student to the University. It is incumbent upon the student to notify the University in the event of a change in his/her address. If the student fails to appear for a hearing and the Student Judicial Officer has, in good faith, exhausted all reasonable efforts

to schedule a hearing, the Student Judicial Officer, on the basis of the information available, may make a determination of a violation of the Student Code and may impose a sanction for such violation. This decision shall be accomplished in writing to the student.

4. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a. Hearings on alleged violation(s) of the Student Code shall be private.
  - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or the Student Judicial Officer.
  - c. In hearings involving more than one accused student, the chairperson of the judicial body, at his/her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The complainant, the accused student and the judicial body shall have the privilege of presenting witnesses at the hearing subject to cross questions by the judicial body. Witnesses shall be present in a hearing only during the offerings of their information.
  - e. All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - f. The student shall be informed that the hearing is for the purpose of discussing the charges of alleged violations(s) of the Student Code. Further, the student shall be afforded the privilege to have an advisor present who does not appear as a witness during a hearing. In cases where one student is bringing charges against another student, both students are afforded the privilege to have an advisor present. While students are permitted to select an advisor of their choice, parents and attorneys are not permitted to be advisors unless special permission is granted by the Student Judicial Officer. Advisors are not permitted to speak or to participate directly in any hearing before a judicial body. A student may seek assistance from an advisor in answering questions put forward to the student during the hearing. The student shall also be :
    - (1) afforded the privilege to remain silent and not have that silence an inference of a violation;
    - (2) informed that any oral or written statements that the student may make pertaining to the alleged violation may be presented in any subsequent proceedings;
    - (3) afforded the privilege to prepare a written statement concerning the alleged violation;
    - (4) informed that the academic, behavior, and co-curricular activities record may be presented as a part of any subsequent proceeding;
    - (5) presumed not in violation until a violation is determined;
    - (6) afforded the opportunity to review all evidence against him/her in any subsequent proceeding;
    - (7) students may obtain from the Student Judicial Officer, incident reports and other materials upon which the misconduct charge is based by requesting such materials in writing at least 48 hours preceding the established time for the disciplinary hearing. The University does not assume responsibility to make available these materials in advance of the hearing unless they have been formally requested in writing. The University shall make every effort to provide materials, once requested, as soon as possible, but in no case later than 24 hours prior to the hearing.
    - (8) afforded the privilege to appeal a decision by the judicial body to an Appellate Board (see Article V: Appeals).
  - g. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.
    - (1) The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code. The findings shall be made by an examination of the evidence and statements offered by the student in the hearing.
    - (2) If the student is found to have violated the Student Code, the judicial body shall recommend to the Student Judicial Officer, sanctions to be imposed. A letter outlining the judicial decision and any applicable sanctions will also be mailed to the student.
    - (3) A student's prior record (legal or disciplinary) shall not be used to determine or substantiate an alleged violation of the Student Code. However, a prior record may be considered in determining appropriate sanctions when the judicial body has determined a violation occurred.

#### **D. Residential Life Judicial Procedures**

In the event that a student becomes involved in an alleged violation of University or Residential Housing Policy, a staff member will file an Incident Report Form. In addition, any member of the Stetson community may document incidents that may be violations of the Student code of Conduct in the form of written statements or incidents reports. The following are the procedures for disciplinary proceedings initiated by filing Incident Reports:

- 1) Once completed, all Incidents Reports are forwarded to the Director of Student Judicial Affairs. She/he will make a determination whether judicial action will be taken and which proceedings will occur.
- 2) If a student alleged to have violated University and/or Residential Housing policy has not been involved in prior incidents, the student may meet with a Residence Hall Director or Fraternity/Sorority Counselor. If the nature of the incident is determined to be sensitive or more serious, the students involved will meet with the Assistant Director for Residential Life or may be referred to the Director of Student Judicial Affairs. In some cases, a student may meet with a Assistant Director for involvement in a second alleged violation of University and/or Residence Hall policy.
- 3) The Residence Hall Director, Fraternity/Sorority Counselor or Assistant Director will contact the student in writing, giving the student three days to respond and schedule a conference. If the student does not respond, or does not appear for a scheduled conference, and the Residence Hall Director, Fraternity/Sorority Counselor or Assistant Director has, in good faith, exhausted all reasonable efforts to schedule a conference, the Residence Hall Director, Fraternity/Sorority Counselor or Assistant Director, on the basis of the information available, may make a determination of a violation of University and/or Residential Housing Policy and may impose a sanction for the violation. This decision shall be forwarded in writing to the student.
- 4) During the judicial conference, the student will be given the opportunity to discuss his/her involvement in the incident, as well as review all reports submitted for the incident in question. All other guidelines also apply as described in Article III:C(4) of the Student Code of Conduct.
- 5) At the conclusion of the proceedings, the hearing officer may make a determination as to the nature of the student's involvement. If necessary, a decision will be postponed for the purpose of obtaining additional information in making a decision. If this is the case, the student will be asked to schedule a second appointment, at which time a decision will be delivered. In most cases, a decision will be delivered during the initial judicial conference. In all cases every attempt will be made to adjudicate each case as expeditiously as possible.
- 6) All information for a student found to be in violation of University and/or Residential Housing policy will be forwarded to their student discipline file maintained in the Office of Student Judicial Affairs. This information is not placed in the general student information file.
- 7) Any student who fails to complete the sanction(s) issued in their judicial conference and outlined in the sanction letter, will be viewed as non-compliant. Noncompliance is looked on unfavorably by the University and may result in further disciplinary action against the student.
- 8) Students repeatedly involved in violations of University and/or Residential Housing policy are viewed to be negatively contributing to the Stetson University community. Should the inappropriate behavior continue, students become subject to removal from University on-campus residential facilities, as well as removal from the campus.
- 9) In all cases where it is determined that a student is not in violation of University and/or Residential Housing policy, no further action will be taken. All information regarding the incident will be discarded and/or removed from the student's file.

#### E. Sanctions

1. The following sanctions are among those which may be imposed upon any student determined to have violated the Student Code:
  - a. **Warning.** A written notice that the student's behavior violated University regulations.
  - b. **Reprimand.** A letter of disapproval for violation of University regulations that reflects unfavorably on the student or the University.
  - c. **Disciplinary Probation** - An encumbrance on the student's good standing at the University. Any subsequent violation of University regulations during probation period may result in separation from the University. A fixed term of probation not less than one semester in length may be specified. If no additional violation of University regulations occur, the student is returned to good standing at the conclusion of the probationary period. A student on disciplinary probation is deemed "not in good standing" for a period of time with the University and normally the student will:
    - (1) Forfeit the privilege to represent the University in any intercollegiate event, competition, or other manner;
    - (2) Forfeit the privilege of holding an office in any student organization recognized by the University or of any elected or appointed student office or University community assignment; and as appropriate,

- d. **Restriction.** Denial of specific privileges for a definite period of time but without the additional stipulations contained in probation. Restrictions will be clearly defined.
  - e. **Fines.** Previously established and appropriate fines may be imposed.
  - f. **Restitution.** Compensation for damage, loss, theft, or injury. The judicial body shall set the amount and form of restitution which shall not exceed the fair amount of damage, loss, theft, or injury incurred.
  - g. **Discretionary Sanctions.** Such sanctions include, but are not limited to, work assignments, service to the University/Community or other educational requirements directly related to the violation. The provision will be clearly defined.
  - h. **Residential Probation.** A strong statement of disapproval for violation of residential housing policies and/or University regulations. Imposed for a specified period of time, residential probation includes the probability of more severe disciplinary sanctions, including removal from University housing, if the student is found in violation during the probationary period.
  - i. **University On-Campus Housing Suspension.** Removal from University on-campus residential facilities (residence hall, fraternity or sorority house, or auxiliary unit) for a definite period of time. Conditions for return to housing may be specified. Students suspended from University on-campus residential facilities are not permitted to visit any residential facility during the period of their suspension.
  - j. **Suspension.** Termination of the student's enrollment and exclusion of the student from the University for a specified period of time. During suspension, the student shall not be permitted to enroll in any courses offered by the University, either in residence or by correspondence, nor shall credit be given by the University for academic work taken at another institution, or be permitted to enter any University facility, or be on the property of the University, during the term of their suspension. Conditions for readmission may be specified.
  - k. **Expulsion.** Termination of the student's enrollment and exclusion of the student from the University for an indefinite period of time, which in no instance shall be less than two calendar years from the date of the imposition of the sanction. Students expelled from the University are not permitted to enter any University facility, or be on the property of the University. Violators of this sanction could be subject to arrest for trespassing. This sanction includes the same restrictions listed in Article III (D)(1)(j): Suspension.
  - l. **Enrollment Block.** A letter stating that the student may not reenter Stetson University without prior approval through the Director of Student Judicial Affairs when enrollment has been blocked for a previous disciplinary matter or medical reason.
2. More than one of the sanctions listed above may be imposed for any single violation.
  3. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be imposed by the Student Judicial Officer. In cases in which persons other than or in addition to the Student Judicial Officer have been authorized to serve as the judicial body, the sanctions shall be recommended to the Student Judicial Officer by the judicial body. The Student Judicial Officer will utilize the judicial body's recommendation in determining appropriate sanctions.

#### E. **Interim Suspension**

In certain circumstances, the Vice President for Campus Life, or designee, may impose a University or on-campus housing suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the University; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.
2. During interim suspension, the student shall be denied access to on-campus housing and/or the campus (including classes) and/or all other University activities or privileges for which the Vice President for Campus Life or the Student Judicial Officer may determine to be appropriate.

#### G. **Departure From Campus Following Suspension or Expulsion and Request for Reinstatement.**

1. Any student who has been required to withdraw from the University for disciplinary or medical reasons shall leave the premises immediately after being notified unless permission to remain longer is obtained from the Director of Student Judicial Affairs or the Vice President for Campus Life.
2. Any student required to withdraw from the University for disciplinary reasons and who desires to be readmitted shall present his/her request in writing to the Director of Student Judicial Affairs at least three (3) weeks prior to the beginning of the semester for which readmission is being requested.
  - a. The status of any student resuming studies at the University after suspension or expulsion for disciplinary reasons shall be that of Probation (Article III, Section D, paragraph 1(c)) for the first semester of reenrollment.
3. Any student required to withdraw from the University for medical reasons and who desires to be readmitted shall follow reenrollment procedures obtained from the Director of Student Judicial Affairs.

4. After obtaining clearance for readmission, students must comply with deadlines and/or requirements of the University Bulletin in effect at the time of their reentry.
5. Any on-campus residential student who is required to withdraw from the University for judicial reasons shall not be eligible for a refund of residential charges and/or fees in accordance with their Housing Agreement.

#### **ARTICLE IV: Student Judicial Council**

- A. A quorum of the Student Judicial Council to hear any case shall be two-thirds (2/3) of its voting members. Voting members are defined as all members not on leave of absence and not ineligible to vote because of their appearance as a witness or because of a conflict of interest.
- B. The Council shall not be obligated to hear cases ready for adjudication in the last week of classes, before final examinations of an academic term, or during the summer. In such instances, the Student Judicial Officer shall have authority to hear all cases.
- C. The proceedings of the council hearings shall be recorded electronically, and the recording maintained by the Student Judicial Officer.

#### **ARTICLE V: Appeals**

- A. A decision reached by the judicial body or a sanction imposed by the Student Judicial Officer may be appealed by accused students to a University Appellate Board within seven (7) calendar days of delivery of the decision.
  1. Appeal requests shall be in writing and shall be delivered to the Vice President for Campus Life or his/her designee.
  2. In appealing a judicial decision, said appeal must fall into one of the following categories:
    - a) The student has new evidence available that was not available prior to the original hearing.
    - b) The judicial process as outlined in this publication was not adhered to during the student's original hearing.
    - c) The sanctions are not appropriate to the violation for which the student has been found responsible.
- B. Upon receipt of the appeal request, the Vice President for Campus Life or his/her designee shall evaluate the request and decide whether an appeal will be granted. If an appeal is granted, the appeal will be considered by the University Appellate Board. The Board includes the Vice President for Campus Life or his/her designee as chair, two faculty members, one Student Judicial Council member, and one University staff member.
  1. A time and place for the appeal hearing shall be set as soon as practicable. If the Board is unable to meet during the semester in which the alleged offense occurred, the appeal hearing shall take place no later than the fifth class day of the next semester.
  2. The Board may elect to decide the appeal based solely on information contained in the written appeal and the record of the previous judicial proceeding. However, the Board may elect to include a conference with the parties in the case.
  3. The burden of proof in an appeal shall be upon the accused student to prove his/her case by a preponderance of the evidence or information.
- C. Immediately after hearing an appeal, the Board will deliberate. Upon conclusion of its deliberation, the Board shall inform the student of its decision. A formal letter outlining the decision shall be sent by the chair of the Board to the student and all parties indicated on the original disciplinary sanction letter.
  1. The Board may either:
    - a. Affirm the original decision; or
    - b. Modify the original decision, reverse the decision or dismiss the charges; or
    - c. Alter the sanctions.
  2. The decision of the Board shall be the final appeal authority for the University for all cases of a disciplinary nature.

#### **ARTICLE VI: Appeal Procedures for Residential Policies**

- A. A decision reached or a sanction imposed by a Residential Life or Student Life staff member serving as a hearing officer may be appealed by a accused students in the following manner:

Students appeal judicial decisions imposed by a staff member under the following conditions:

- 1) New evidence is available which was not available for the original hearing.
- 2) Published judicial proceedings were not followed.
- 3) The sanctions do not relate appropriately to the violations.



Appeals must be made in writing to the Director of Student Judicial Affairs within seven (7) calendar days of delivery of the decision. The student shall identify the specific basis for appeal. Upon receipt of the appeal, the Director of Student Judicial Affairs may make a decision based solely on the information provided or may choose to meet with the individuals involved. A formal letter outlining the decision will be forwarded to the student and to all parties indicated on the original sanction letter. The Director of Student Judicial Affairs may:

- a. Uphold the original decision; or
- b. Uphold the student appeal and overturn the original decision; or
- c. Alter the original decision which may include increasing the original sanction(s).

#### **ARTICLE VII: Standard of Evidence**

- A. The standard of evidence used in disciplinary decision making shall be that of a preponderance of the evidence or information presented (it is "more likely than not" that the accused student violated the Student Code).
- B. The admissibility of evidence or information presented for consideration to a judicial body may be at the discretion of the chairperson and/or the Student Judicial Officer.

#### **ARTICLE VIII: Disciplinary Files and Records**

- A. Case referrals may result in the development of a disciplinary file in the name of the accused student. Other than University suspension or expulsion, disciplinary sanctions shall not be made part of the student's academic record, but shall become part of the student's judicial file.
  1. Records of judicial proceedings for students found to have violated the Student Code shall be retained as a disciplinary record by the Student Judicial Officer in the Office of Student Judicial Affairs for six years from the date of the sanction or four years after the student's graduation from the University, whichever comes first. Records shall be kept in a secured file and subject to limited access by the chairperson of a judicial body and/or the Student Judicial Officer and the Vice President for Campus Life.
    - a. Any accused student may request that the hearing proceedings before a judicial body be recorded electronically. The recording shall be the property of the University. The student may request a transcribed copy of the proceedings (provided at a minimal cost) and such request shall be made in writing to the Student Judicial Officer. Electronic recordings of the proceedings will be maintained and available until the Appeal time period has been exhausted; at that time the electronic recordings of the proceedings will be removed from the record.
    - b. Students may request either access to, or copies of their judicial records. Such request should be made in writing to the office of the Director of Student Judicial Affairs. Students will only be granted access to written reports and sanction letters contained in their judicial file.
  2. In all such cases where the accused student is not found in violation of the Student Code, such finding shall be clearly noted in the records and removed from the student's file.
- B. Disciplinary records may be retained for longer periods of time or permanently if a student was suspended, expelled or blocked from reenrollment, and in situations that may result in future litigation.
  1. Disciplinary records may be destroyed by the Vice President for Campus Life or his/her designee for good cause of disciplinary actions other than suspension, expulsion or enrollment block, upon written request by the student to the Student Judicial Officer.
  2. Factors to be considered in review of such petitions shall include:
    - a. the nature of the violation(s) and the severity of any damage, loss, theft or injury;
    - b. the student's compliance with the University's disciplinary sanction(s); and/or
    - c. the student's present demeanor and conduct subsequent to the violation.







## Notes

[illegible]

# AUGUST 1998

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<div>NOTES</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>			
2	3	4	5
9	10	11	12
16	17	18	19
23	24 <ul style="list-style-type: none"><li>• Academic Advising &amp; Registration</li><li>• New Student Registration</li><li>• Validation of Registration for Returning Students</li></ul>	25 <ul style="list-style-type: none"><li>• Advising / Registration / Validation for New Students</li></ul>	26 <ul style="list-style-type: none"><li>• Classes Begin</li></ul>
30	31		

## U-Clip Theme: *Color In New Directions*

THURSDAY	FRIDAY	SATURDAY
		1
6	7	8
13	14	15
20	21	22 • Focus Begins (22-25) • New Student Orientation • Commons opens for new students only • Convocation, EHA
27	28	29

## IMPORTANT DATES

DATE	EVENT
22nd	<ul style="list-style-type: none"> <li>• Residence Halls Open for new students only</li> <li>• CSA: Ice Cream Social, Commons</li> </ul>
23rd	<ul style="list-style-type: none"> <li>• Commons Opens for Returning Students</li> <li>• Residence Halls Open for Returning Students</li> <li>• Hat Rack Opens</li> <li>• BCM: Interface Gathering, Allen Hall</li> <li>• CSA: Dive-In Movie, Hollis Center Pool</li> </ul>
24rd	<ul style="list-style-type: none"> <li>• CSA: Musical Act: life in general</li> </ul>
25th	<ul style="list-style-type: none"> <li>• CSA: Comedian, Anthony Clark</li> </ul>
26th	<ul style="list-style-type: none"> <li>• The Reporter Issued</li> </ul>
27th	<ul style="list-style-type: none"> <li>• BCM Vespers, AH</li> </ul>
27-28th	<ul style="list-style-type: none"> <li>• Trent Graphics Poster Sale, CUB Portfolio</li> </ul>
28-29th	<ul style="list-style-type: none"> <li>• Greek Leadership Retreat</li> </ul>
28th	<ul style="list-style-type: none"> <li>• BCM Fellowship Social, AH</li> <li>• MS: Friends of Music Recital, EHA</li> </ul>

SEPTEMBER											
		1	2	3	4	5					
6	7	8	9	10	11	12					
13	14	15	16	17	18	19					
20	21	22	23	24	25	26					
27	28	29	30								

[illegible]



## MY GRADES...

Class \_\_\_\_\_

Instructor \_\_\_\_\_

[illegible]

## MY GRADES...

Class \_\_\_\_\_

Instructor \_\_\_\_\_

[illegible]

## MY GRADES...

Class \_\_\_\_\_

Instructor \_\_\_\_\_

[illegible]

## MY GRADES...

Class \_\_\_\_\_

Instructor \_\_\_\_\_

DATE	TEST / EXAM / QUIZ / PAPER	GRADE	% OF FINAL
	MIDTERM EXAM		
	FINAL EXAM		

**MY GRADES...**

Class \_\_\_\_\_

Instructor \_\_\_\_\_

Instructor \_\_\_\_\_

[illegible]

**MY GRADES...**

Class \_\_\_\_\_

Instructor \_\_\_\_\_

Instructor \_\_\_\_\_

[illegible]

**MY GRADES...**

Class \_\_\_\_\_

Instructor \_\_\_\_\_

Instructor \_\_\_\_\_

[illegible]

**MY GRADES...**

Class \_\_\_\_\_

Instructor \_\_\_\_\_

Instructor \_\_\_\_\_

[illegible]

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

# SEPTEMBER 1998

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<b>NOTES</b>      		<b>1</b>      	<b>2</b> <ul style="list-style-type: none"> <li>• Last Day to add course for credit.</li> <li>• Last Day to drop course w/o Financial Penalty.</li> <li>• SL: Organization Fair Stetson Room</li> </ul>
<b>6</b>      	<b>7</b> <ul style="list-style-type: none"> <li>• Labor Day (University Holiday - No Classes)</li> </ul>	<b>8</b>      	<b>9</b> <ul style="list-style-type: none"> <li>• SGA Elections</li> </ul>
<b>13</b>      	<b>14</b>      	<b>15</b>      	<b>16</b>      
<b>20</b>      	<b>21</b> <ul style="list-style-type: none"> <li>• Rosh Hashanah</li> </ul>	<b>22</b>      	<b>23</b>      
<b>27</b>      	<b>28</b>      	<b>29</b>      	<b>30</b> <ul style="list-style-type: none"> <li>• Yom Kippur</li> </ul>

# U-Clip Theme: *A Spectrum Of Success*

## IMPORTANT DATES

DATE	EVENT
1st	<ul style="list-style-type: none"> <li>• BCM Luncheon, AH</li> <li>• W. Soccer vs S. Florida, Soccer Field</li> <li>• Faculty Recital, Stephen Robinson, EHA</li> <li>• Intramural Sports Meeting</li> </ul>
2nd	<ul style="list-style-type: none"> <li>• The Reporter Issued</li> <li>• Lunch and Learn, PDR</li> </ul>
3rd	<ul style="list-style-type: none"> <li>• BCM Vespers, AH</li> <li>• CSA: Recruitment Info. Session</li> </ul>
4th	<ul style="list-style-type: none"> <li>• Faculty Recital: Lloyd Linney and Michael Rickman, EHA</li> </ul>
5-6th	<ul style="list-style-type: none"> <li>• M. Soccer Jacksonville Tournament</li> </ul>
5th	<ul style="list-style-type: none"> <li>• Senior Recitals, EHA</li> </ul>
8th	<ul style="list-style-type: none"> <li>• BCM Luncheon, AH</li> <li>• Alcohol Education Workshop, HC</li> <li>• Flag Football Entry Deadline</li> <li>• CSA: Recruitment Process</li> </ul>
9th	<ul style="list-style-type: none"> <li>• The Reporter Issued</li> <li>• Lunch and Learn, PDR</li> </ul>
9-10th	<ul style="list-style-type: none"> <li>• CSA: Final Interviews</li> </ul>
10th	<ul style="list-style-type: none"> <li>• Quality of Service Luncheon, PDR</li> <li>• W. Soccer vs C. Florida @ UCF</li> <li>• BCM Vespers, AH</li> <li>• Flag Football Schedules Posted</li> </ul>
11th	<ul style="list-style-type: none"> <li>• Senior Recitals, EHA</li> <li>• W. Soccer vs Miami, Soccer Field</li> </ul>
12th	<ul style="list-style-type: none"> <li>• Concert Choir Retreat</li> <li>• M. Soccer vs Charleston Southern, Soccer Field</li> </ul>
13th	<ul style="list-style-type: none"> <li>• ITS Event (TBA)</li> </ul>
14th	<ul style="list-style-type: none"> <li>• Flag Football Reg. Season Begins</li> <li>• Alcohol Ed. Workshop, HC Classroom</li> </ul>
15th	<ul style="list-style-type: none"> <li>• Quality of Service Breakfast, SR</li> <li>• BCM Luncheon, AH</li> <li>• Alcohol Ed. Workshop, HC</li> <li>• Monitor / Server Workshop, HC</li> </ul>
16th	<ul style="list-style-type: none"> <li>• The Reporter Issued</li> <li>• Lunch and Learn, PDR</li> <li>• ITS Event (TBA)</li> </ul>
17th	<ul style="list-style-type: none"> <li>• BCM Vespers, AH</li> </ul>
18th	<ul style="list-style-type: none"> <li>• Senior Recitals, EHA</li> <li>• Faculty Recitals, Boyd Jones, EHA</li> </ul>
19th	<ul style="list-style-type: none"> <li>• Admissions: Natural Sciences Day</li> <li>• A&amp;L: Ying Quartet Concert, EHA</li> </ul>
20-25th	<ul style="list-style-type: none"> <li>• Elderhostel Classes</li> </ul>
20th	<ul style="list-style-type: none"> <li>• Faculty Rec: Moffatt Williams, Kayla Liechty, EHA</li> </ul>
21st	<ul style="list-style-type: none"> <li>• Alcohol Ed. Workshop, HC</li> <li>• Monitor/Server Workshop, HC</li> </ul>
22nd	<ul style="list-style-type: none"> <li>• BCM Luncheon, AH</li> <li>• Alcohol Ed. Workshop, HC</li> <li>• PHA Concert: American Composers, EHA</li> <li>• Intramural Tennis Entry Deadline</li> <li>• CSA Coffeehouse: Peter Mulvey</li> </ul>
23rd	<ul style="list-style-type: none"> <li>• The Reporter Issued</li> <li>• Lunch and Learn, PDR</li> <li>• TIPS Workshop, HC Classroom</li> </ul>
24-27th	<ul style="list-style-type: none"> <li>• NACA Regionals</li> </ul>
24th	<ul style="list-style-type: none"> <li>• BCM Vespers, AH</li> <li>• Intra. Tennis Schedules Posted</li> </ul>
25-26th	<ul style="list-style-type: none"> <li>• Beach Clean-Up (Sponsor: Green Stetson)</li> </ul>
25th	<ul style="list-style-type: none"> <li>• M. Soccer vs High Point, Soccer Field</li> <li>• Faculty Chamber Recital: Ann Adams, EHA</li> </ul>
27th	<ul style="list-style-type: none"> <li>• Intramural Tennis Tourn. Begins</li> </ul>
28-30th	<ul style="list-style-type: none"> <li>• Fall Phonathon</li> </ul>
28th	<ul style="list-style-type: none"> <li>• M. Soccer vs GA St., Soccer Field</li> <li>• Alcohol Ed. Workshop, HC</li> </ul>
29th	<ul style="list-style-type: none"> <li>• BCM Luncheon, AH</li> <li>• Alcohol Ed. Workshop, HC</li> <li>• Monitor/Server Workshop, HC</li> <li>• Faculty Rec: Jane Christeson, Michael Rickman, EHA</li> </ul>
30th	<ul style="list-style-type: none"> <li>• The Reporter Issued</li> <li>• Lunch and Learn, PDR</li> <li>• CSA Coffeehouse: Jump Starts</li> </ul>

## THURSDAY

## FRIDAY

## SATURDAY

3

4

5

10

11

12

17

18

19

24

25

26

### OCTOBER

					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

# OCTOBER 1998

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<div>NOTES</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>			
<div>NOVEMBER</div> <div>1234567</div> <div>891011121314</div> <div>15161718192021</div> <div>22232425262728</div> <div>2930</div>			
4	5	6	7
11	12 <ul style="list-style-type: none"><li>• Fall Break</li><li>• Columbus Day</li></ul>	13	14
18	19	20	21
25	26 <ul style="list-style-type: none"><li>• Academic Advising for Upper-Class Students - Spring (26-31)</li><li>• Cultural Diversity Week (26-31)</li></ul>	27 <ul style="list-style-type: none"><li>• Cultural Diversity Week</li></ul>	28 <ul style="list-style-type: none"><li>• Mid-Term Withdrawal Date and Last Day to Drop Course w/o Academic Penalty</li><li>• Cultural Diversity Week</li></ul>

# U-Clip Theme: *Creating Your Canvas*

THURSDAY	FRIDAY	SATURDAY
1	2	3
8	9	10
15	16 • Grade Inventories due to Registrar	17
22 • Annual Career Expo	23 • Family Weekend (23-25)	24 • Family Weekend
29 • Cultural Diversity Week	30 • Cultural Diversity Week	31 • Halloween

## IMPORTANT DATES

DATE	EVENT
1-4th	• Stover Production, Stover Theatre
1st	• Fall Phonathon
2-3rd	• BCM Vespers, AH
2nd	• High School Choral Clinic, EHA
3rd	• W. Soccer vs Long Island, SF
4th	• ITS Event (TBA)
5-8th	• W. Soccer vs FL Intl, SF
5th	• Alumni: Fall Phonathon
6th	• Alcohol Ed. Workshop, HC
7th	• Monitor/Server Workshop, HC
8th	• Flag Football Playoffs Begin
9-13th	• BCM Luncheon, AH
9th	• Alcohol Ed. Workshop, HC
10th	• Faculty Recital: Anne McLean, EHA
11th	• The Reporter Issued
12-13th	• Lunch and Learn, PDR
12th	• BCM Vespers, AH
13th	• Quality of Service Lunch
14th	• M. Soccer vs Centenary, SF
15-17th	• W. Soccer vs Central Florida, SF
15th	• Sorority Rush
16th	• University Orchestra Concert, EHA
17th	• M. Soccer vs Mercer, SF
18th	• Fall Break
19th	• Columbus Day
20th	• M. Soccer vs Elon, SF
21st	• Intra. Soccer Entry Deadline
22nd	• Lunch and Learn, PDR
23rd	• Guest Recital, EHA
24th	• Fraternity Rush
25th	• BCM Vespers, AH
26th	• Intra. Soccer Schedules Posted
27th	• Grade Inventories due to Registrar
28th	• Tres Vientos Friends Recitals, EHA
29th	• M. Soccer Stetson FL Intl.
30th	• W. Soccer vs Belmont, SF
31st	• Navy Commodores Concert, EHA
32nd	• Elderhostel Classes
33rd	• Senior Recitals, EHA
34th	• W. Soccer vs Barton, SF
35th	• Alcohol Ed. Workshop, HC
36th	• Intl. Soccer Reg. Season Begins
37th	• BCM Luncheon, AH
38th	• Alcohol Ed. Workshop, HC
39th	• Monitor/Server Workshop, HC
40th	• Faculty Recital: Mollie Rich, Robert Rich & Michael Rickman, EHA
41st	• The Reporter Issued
42nd	• Wellness Fair, SR
43rd	• Lunch and Learn, PDR
44th	• M. Soccer vs Central FL
45th	• TIPS Workshop, HC Classroom
46th	• BCM Vespers, AH
47th	• Annual Career Expo
48th	• Family Weekend
49th	• Stover Senior Project, Stover Thea.
50th	• W. Soccer vs FL Atlantic, SF
51st	• Symphonic Wind Ensemble, EHA
52nd	• CSA: Entertainment
53rd	• Admissions: Math Context
54th	• W. Soccer vs Charleston, SF
55th	• Senior Recitals, EHA
56th	• BCM Dinner Theatre, AH
57th	• Senior Recitals, EHA
58th	• ITS Event (TBA)
59th	• Alcohol Ed. Workshop, HC
60th	• Monitor/Server Workshop, HC
61st	• BCM Luncheon, AH
62nd	• M. Soccer vs Jacksonville, SF
63rd	• Alcohol Ed. Workshop, HC
64th	• Faculty Recital: Ashley Heintzen, EHA
65th	• The Reporter Issued
66th	• Lunch and Learn, PDR
67th	• Jazz Ensemble, Stetson Room
68th	• W. Soccer TAAC Tournament
69th	• BCM Vespers, AH
70th	• New Greek Members Retreat
71st	• Opera Scenes, EHA
72nd	• Senior Recitals, EHA
73rd	• M. Soccer C. FL. Invita. vs SFU

# NOVEMBER 1998

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2 <ul style="list-style-type: none"><li>• Greenfeather Week (2-7)</li><li>• Registration for Upper-Class Students - Spring (2-3)</li></ul>	3 <ul style="list-style-type: none"><li>• Greenfeather Week</li></ul>	4 <ul style="list-style-type: none"><li>• Greenfeather Week</li></ul>
8	9 <ul style="list-style-type: none"><li>• Academic Advising for 1st year students - Spring (9-14)</li><li>• Caribbean Week (9-14)</li></ul>	10	11 <ul style="list-style-type: none"><li>• Veteran's Day</li></ul>
15	16	17	18
22	23	24	25 <ul style="list-style-type: none"><li>• Residence Halls Close for Thanksgiving Break</li></ul>
29	30	NOTES	



## HANDBOOK EVALUATION

Please help us to improve this handbook by filling out the evaluation below.

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. The Handbook is arranged in a useful manner.	_____	_____	_____	_____
2. I use the calendar regularly.	_____	_____	_____	_____
3. I refer to the Handbook for the following:				
Important dates, events (calendar)	_____	_____	_____	_____
Campus Resources	_____	_____	_____	_____
Student Services	_____	_____	_____	_____
Academic Policies	_____	_____	_____	_____
Student Code of Conduct	_____	_____	_____	_____
Judicial Process	_____	_____	_____	_____
Residential Life Policies	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
4. The area I use most is: _____				
5. The area I use least is: _____				
6. Some changes I would like to see for the next printing are:				
7. General Comments:				

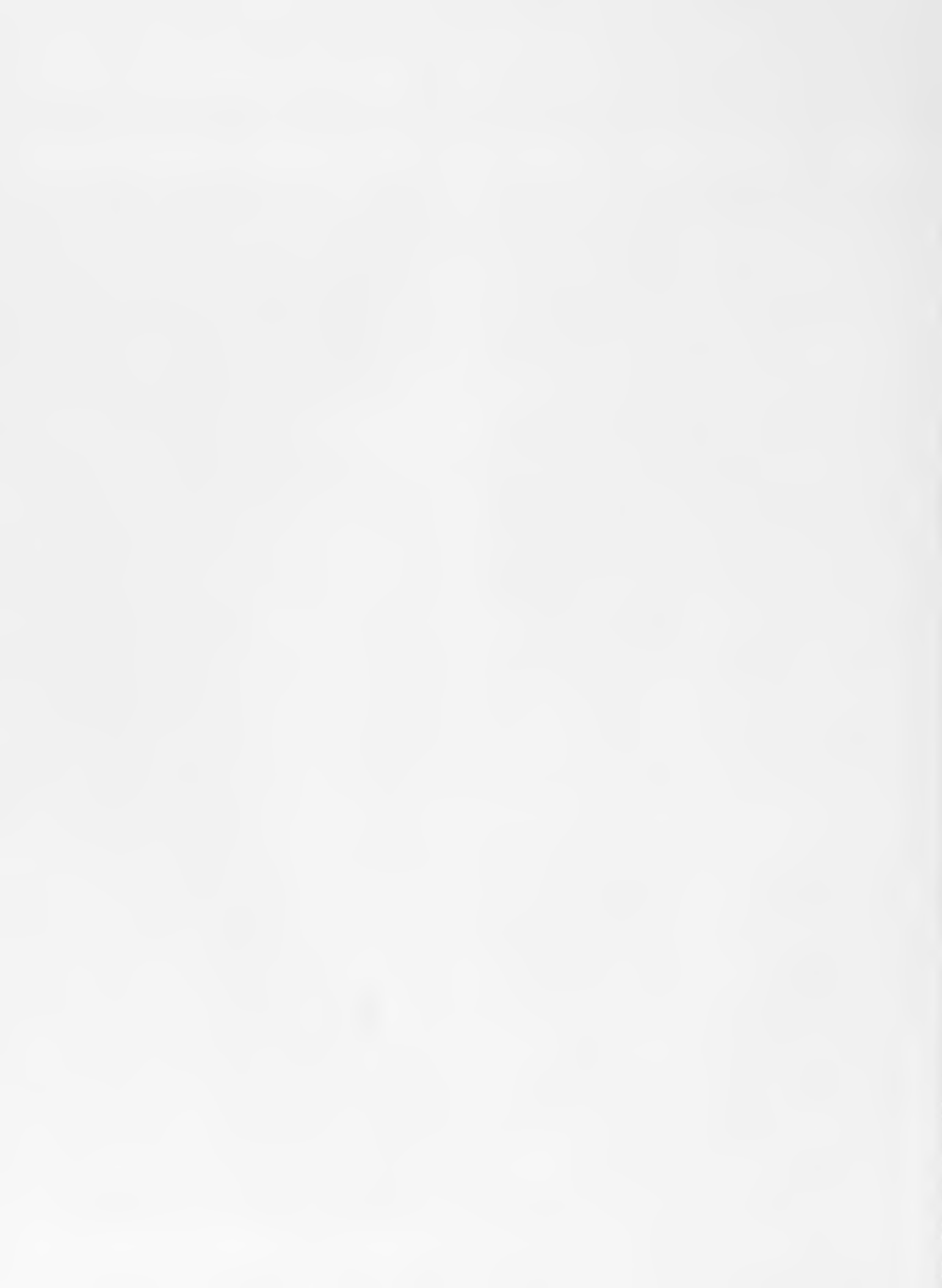
Name (optional) \_\_\_\_\_

Ext. \_\_\_\_\_

(please check one) Faculty \_\_\_\_\_ Administrator \_\_\_\_\_

Student \_\_\_\_\_

**Return to: Darald Stubbs, Student Life, Unit 8334**



## U-Clip Theme: *Primary Colors: Getting Down To Basics*

THURSDAY	FRIDAY	SATURDAY
5 • Greenfeather Week	6 • Greenfeather Week	7 • Greenfeather Week
12 • Registration for 1st year students - Spring Semester	13	14
19	20	21
26 • Thanksgiving Holiday (University Holiday - no classes) (26-29)	27	28

DECEMBER

	1	2	3	4	5
6	7	8	9	10	11
12	13	14	15	16	17
18	19	20	21	22	23
24	25	26	27	28	29
30	31				

### IMPORTANT DATES

DATE	EVENT
1st	<ul style="list-style-type: none"> <li>• S. Soccer vs Belmont @ Orlando</li> <li>• Brass Ensembles, EHA</li> </ul>
1-7th	• ITS Event (TBA)
2nd	<ul style="list-style-type: none"> <li>• Chalk Art, Bingo, Bachelor &amp; Bachelorette Auction (Greenfeather Events)</li> </ul>
3rd	<ul style="list-style-type: none"> <li>• Election Day</li> <li>• BCM Luncheon, AH</li> <li>• Guitar Ensembles, EHA</li> <li>• Picnic, Rockathon, Olympics, Nights Out (Greenfeather Events)</li> </ul>
4th	<ul style="list-style-type: none"> <li>• 6-Indoor Volleyball Entry Deadline</li> <li>• The Reporter Issued</li> <li>• Lunch and Learn, PDR</li> <li>• M. Soccer vs Lynn, SF</li> <li>• W. Basketball Exhibition Game, EC</li> <li>• Bowling, Blood Drive (GF Events)</li> <li>• CSA Coffeehouse: Picture This, HC</li> </ul>
5th	<ul style="list-style-type: none"> <li>• BCM Vespers, AH</li> <li>• Airwaves, Nights Out, Blood Drive (Greenfeather Events)</li> <li>• 6-Indoor Volleyball Schedule Posted</li> </ul>
6th	• Mr./Mrs. Greenfeather ends
7th	<ul style="list-style-type: none"> <li>• W. BB Exhibition Game, EC</li> <li>• Yard Sale Finale (GF Event)</li> </ul>
8th	<ul style="list-style-type: none"> <li>• Woodwind Ensembles, EHA</li> <li>• 6-Indoor Volleyball Tour. Begins</li> </ul>
9-14th	• ITS Event (TBA)
9th	• Alcohol Ed. Workshop, HC
10th	<ul style="list-style-type: none"> <li>• BCM Luncheon, AH</li> <li>• TIPS Workshop, HC Classroom</li> <li>• Campus Choral Concert, EHA</li> </ul>
11th	• Lunch and Learn, PDR
12th	<ul style="list-style-type: none"> <li>• Quality of Service Luncheon, PDR</li> <li>• BCM Vespers, AH</li> </ul>
13th	<ul style="list-style-type: none"> <li>• Women's Basketball vs UF, EC</li> <li>• Chamber Orchestra Concert, EHA</li> </ul>
14th	<ul style="list-style-type: none"> <li>• Admissions: Senior Open House</li> <li>• Guest Recital, EHA</li> </ul>
15-20th	• Elderhostel Classes
15th	• Hall of Fame Concert, EHA
16-17th	• ITS Event (Open House - TBA)
16th	<ul style="list-style-type: none"> <li>• Alcohol Ed. Workshop, HC</li> <li>• Intra. Soccer Playoffs Begin</li> </ul>
17th	<ul style="list-style-type: none"> <li>• BCM Luncheon, AH</li> <li>• Alcohol Ed. Workshop, HC</li> <li>• Monitor/Server Workshop, HC</li> <li>• Ping Pong Entry Deadline</li> </ul>
18th	<ul style="list-style-type: none"> <li>• BCM: OXFAM</li> <li>• The Reporter Issued</li> <li>• Lunch and Learn, PDR</li> </ul>
19-20th	• One-acts directed by students, Stover Theatre
19th	<ul style="list-style-type: none"> <li>• BCM Vespers, AH</li> <li>• Women's Basketball vs BCC</li> <li>• Ping Pong Schedules Posted</li> </ul>
20th	• Senior Recitals, EHA
21-22nd	• ITS Thanksgiving Food Delivery
21st	<ul style="list-style-type: none"> <li>• Admissions: High School Academic Tournament</li> <li>• Concerto Competition, EHA</li> <li>• Senior Recitals, EHA</li> <li>• Men's BB vs Flagler, EC</li> <li>• Disney Wilderness Preserve Volunteer Day</li> </ul>
22nd	<ul style="list-style-type: none"> <li>• Stover Student One-Act Performance, ST</li> <li>• ITS Event (Open House TBA)</li> </ul>
23-24th	• Alcohol Ed. Workshop, HC
23rd	• BCM Luncheon, AH
24th	<ul style="list-style-type: none"> <li>• Alcohol Ed. Workshop, HC</li> <li>• University Orch. Concert, EHA</li> </ul>
25th	<ul style="list-style-type: none"> <li>• The Reporter Issued</li> <li>• Lunch and Learn, PDR</li> <li>• Commons Closes</li> <li>• Hat Rack Closes</li> <li>• Men's BB vs Charleston S., EC</li> </ul>
29-4th	• Elderhostel Classes
29th	• Residence Hall Open
	• Hat Rack Opens
30th	<ul style="list-style-type: none"> <li>• Commons Opens</li> <li>• Ping Pong Tournament Begins</li> </ul>

# DECEMBER 1998

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<b>NOTES</b>      		<b>1</b>      	<b>2</b>      
<b>6</b>      	<b>7</b>      	<b>8</b> • Yule Log Lighting Hulley Tower      	<b>9</b>      
<b>13</b>      	<b>14</b> • Final Examinations (14-18)      	<b>15</b> • Stress Free Zone - Hollis Center      	<b>16</b>      
<b>20</b>      	<b>21</b>      	<b>22</b> • All Grades Due to Registrar      	<b>23</b>      
<b>27</b>      	<b>28</b>      	<b>29</b>      	<b>30</b>      

# U-Clip Theme: *Celebrating The Colors Of The Season*

THURSDAY	FRIDAY	SATURDAY
3	4	5
10 • Classes End	11 • Reading Days (11-13)	12
17 • Grades for graduates due to Registrar	18 • Commons Closes • Hat Rack Closes • Final Grades for Graduates due to Registrar by 9 am	19 • Commencement • Residence Halls Close for ALL Students
24 • Christmas Holiday (24-25)	25	26
31 • New Year's Eve (Holiday)		

## IMPORTANT DATES

DATE	EVENT
1st	• BCM Luncheon, AH
2nd	• Lunch and Learn, PDR • MSC Spirit of Season Dinner • Air Guest Speaker (Sponsor: Green Stetson)
3rd	• BCM Vespers, AH • Campus Candlelight Concert, EHA
4th	• Campus Candlelight Concert, EHA • ITS Caroling on Campus
5th	• Men's Basketball vs Citadel, EC • Campus Candlelight Concert, EHA
6-11th	• Elderhostel Classes
6th	• Campus Candlelight Concert, EHA
8th	• BCM Luncheon, AH • Alumni: Chili Dinner, Hat Rack
9th	• Education: Teacher Education Day • The Reporter Issued • Men's Basketball vs Bethune Cookman @ Daytona
10th	• Quality of Service Christmas Luncheon, SR • BCM Vespers, AH • Children's Choir Concert, EHA
11-12th	• Women's BB Hatter Classic
11th	• Children's Choir Concert, EHA
12th	• Youth Orchestra Concert, EHA • CS of Dance Performance, EC
15th	• BCM Luncheon, AH • DeLand High School Band Concert, EHA
17th	• Women's BB vs Drexel, EC
18th	• Men's BB vs Belmont, EC
19th	• Men's BB vs Belmont, EC • Women's Basketball vs U. Minnesota, EC
28th	• Women's BB vs U. Penn., EC
29th	• Men's Basketball vs Anderson (SC), EC

## JANUARY

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

## MY GRADES...

Class \_\_\_\_\_

Instructor \_\_\_\_\_

## MY GRADES...

Class \_\_\_\_\_

Instructor \_\_\_\_\_

[illegible]

## MY GRADES...

Class \_\_\_\_\_

Instructor \_\_\_\_\_

## MY GRADES...

Class \_\_\_\_\_

Instructor \_\_\_\_\_

DATE	TEST / EXAM / QUIZ / PAPER	GRADE	% OF FINAL	DATE	TEST / EXAM / QUIZ / PAPER	GRADE	% OF FINAL
	MIDTERM EXAM				MIDTERM EXAM		
	FINAL EXAM				FINAL EXAM		

[illegible]

# JANUARY 1999

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
NOTES			
3	4	5	6
10	11	12	13
<ul style="list-style-type: none"> <li>• New Student Orientation &amp; Registration</li> <li>• Commons Opens</li> <li>• Hat Rack Opens</li> </ul>	<ul style="list-style-type: none"> <li>• Validation of Registration by Returning Students</li> <li>• Classes Begin</li> </ul>		
17	18	19	20
	<ul style="list-style-type: none"> <li>• Martin Luther King Holiday (No Classes)</li> <li>• Martin Luther King Breakfast (at Edmunds Center)</li> </ul>	<ul style="list-style-type: none"> <li>• Last day to add course for credit/drop without financial penalty</li> </ul>	<ul style="list-style-type: none"> <li>• ITS campus wide "Town Meeting"</li> </ul>
24	25	26	27
		<ul style="list-style-type: none"> <li>• Grade Inventories Due to Registrar</li> </ul>	
31			



# U-Clip Theme: *Resolve To Add More Color To Your Life*

THURSDAY	FRIDAY	SATURDAY
<div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> </div> <div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> </div> <div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> </div> <div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> </div> <div> <div>28</div> </div> </div>	<div>1 • New Year's Day (Holiday)</div>	<div>2</div>
<div>7</div>	<div>8</div>	<div>9</div>
<div>14</div>	<div>15</div>	<div>16</div>
<div>21</div>	<div>22</div>	<div>23</div>
<div>28</div>	<div>29</div>	<div>30</div>

## IMPORTANT DATES

DATE	EVENT
2nd	• Men's BB vs Mercer, EC
4th	• Men's Basketball vs Georgia State, EC
8-10th	• Music School Piano Sale, EHA
9th	• Women's Basketball @ UCF
10-15th	• Elderhostel Classes
10th	• Residence Halls open for all Students
12th	• BCM Luncheon, AH
13th	• The Reporter Issued
	• Lunch and Learn, PDR
	• Intramural Sports Meeting
14th	• ITS Care Fair
	• Quality of Service Luncheon, PDR
	• BCM Vespers, AH
	• Women's Basketball vs Samford, EC
15th	• Faculty Recital: Jean West and Michael Rickman, EHA
16th	• Senior Recitals, EHA
	• Women's Basketball vs Jacksonville State U, EC
	• Men's BB vs Samford, EC
17-22nd	• Elderhostel Classes
19th	• BCM Luncheon, AH
	• Intra. BB Entry Deadline
20th	• The Reporter Issued
	• Lunch and Learn, PDR
21st	• BCM Vespers, AH
	• Men's Basketball vs Campbell @ Buies Creek, NC
	• Intra. BB Schedules Posted
22nd	• Guitar Federation of American Concert, EHA
23rd	• Senior Recitals, EHA
	• Men's BB vs Jacksonville @ Jacksonville, FL
24-29th	• Elderhostel Classes
24th	• Environmental Forum (Co-Sponsors: Environmental Science & Green Stetson)
	• Intra. BB Reg. Season Begins
25th	• Alcohol Ed. Workshop, HC
26th	• Quality Service Breakfast, SR
	• BCM Luncheon, AH
	• Monitor/Server Education Workshop, HC
27th	• The Reporter Issued
	• Lunch and Learn, PDR
28th	• BCM Vespers, AH
29th	• Faculty Recital: Lynn Cholka and Michael Rickman, EHA 7:30 pm
30th	• Admissions: Art Portfolio Review/Honors Day
	• Senior Recitals, EHA
	• Men's BB vs FL Atlantic, EC
	• Women's Basketball vs Troy State University, EC
31-5th	• Elderhostel Classes

# FEBRUARY 1999

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
7	8	9	10
14	15 • President's Day	16	17 • Ash Wednesday
21 • Gospel Extravaganza	22 • Alcohol Awareness Week	23	24
28	NOTES		

# U-Clip Theme: *A Single Color Stands Alone But When Combined: A Beautiful Rainbow*

THURSDAY	FRIDAY	SATURDAY
4	5	6
11	12	13
18	19 • Stetson Weekend (Homecoming) (19-21)	20 • Stetson Weekend
25	26 • Grade Inventories Due to Registrar • Common's Close • Hat Rack Closes • Residence Halls Close	27
<div> <div>MARCH</div> <div> 1 2 3 4 5 6  7 8 9 10 11 12 13  14 15 16 17 18 19 20  21 22 23 24 25 26 27  28 29 30 31 </div> </div>		

DATE	EVENT
1st	• Men's Basketball vs UCF, EC
2-5th	• Pastor's School
2nd	• BCM Luncheon, AH
	• Alcohol Ed. Workshop, HC
	• Intra. Bowling Entry Deadline
3rd	• The Reporter Issued
	• Lunch and Learn, TBA
4-6th	• Senior Projects, Stover Theatre
4th	• BCM Vespers, AH
	• Women's BB vs UCF, EC
	• Bowling Schedule Posted
5th	• Cann Duo Recital, EHA
6th	• Broadway Revue, EHA
	• Lake Woodruff Wildlife Park Excursion (Spon.: Green Stetson)
7th	• Faculty/Student Woodwind Recital, EHA
	• Bowling Tournament Begins
8th	• Monitor/Server Education Workshop, HC
9th	• BCM Luncheon, AH
	• TIPS Certification, HC
10th	• The Reporter Issued
	• Lunch and Learn, PDR
11th	• Quality of Service Luncheon, PDR
	• BCM Vespers, AH
	• Women's Basketball vs FIT, EC
12th	• Admissions: Multicultural Visitation Day
	• Symphonic Wind Ensemble Concert, EHA
13-17	• NACA Nationals
	• Women's BB vs FAU, EC
	• Men's Basketball vs Central Florida @ Orlando
14-19th	• Elderhostel Classes
14th	• Faculty Recital: Michael Rickman, EHA
	• BCM Spring Formal, Allen Hall
	• Intra. Basketball Playoffs Begin
15th	• BCM Luncheon, AH
16th	• Alcohol Ed. Workshop, HC
	• The Reporter Issued
17th	• Lunch and Learn, PDR
	• Environmental Guest Speaker
18-21st	• Opera Production, Stover Theatre
18th	• BCM Vespers, AH
	• Men's BB vs Campbell, EC
20th	• Showcase Concert, EHA
	• Men's BB vs Jacksonville, EC
21-26th	• Elderhostel Classes
23-25th	• Schick Superhoops
23rd	• BCM Luncheon, AH
	• Quartet for the End of Time Concert, EHA
	• Ultimate Frisbee Entry Deadline
24th	• The Reporter Issued
	• Lunch and Learn, PDR
	• Jazz Chamber Ensembles Concert, EHA
	• BCM Vespers, AH
25-26th	• Men's BB TAAC Tournament @ Jacksonville, FL
25th	• DeLand High School Band Concert, EHA
	• Women's BB vs Campbell, EC
	• Ultimate Frisbee Schedules Posted
26th	• Admissions: International Programs Day
27th	• Women's BB vs CSU, EC

# MARCH 1999

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1 <ul style="list-style-type: none"> <li>• Spring Break (1-7)</li> <li>• Spring Break Service Trip</li> </ul>	2	3
7 <ul style="list-style-type: none"> <li>• Residence Hall Open</li> <li>• Hat Rack Opens</li> </ul>	8 <ul style="list-style-type: none"> <li>• Commons Opens</li> <li>• Classes Resume</li> </ul>	9	10 <ul style="list-style-type: none"> <li>• Mid-Term withdrawal day and last day to drop course without academic penalty</li> </ul>
14	15 <ul style="list-style-type: none"> <li>• Hispanic Week (15-20)</li> <li>• Sports Appreciation Week</li> </ul>	16	17
21	22 <ul style="list-style-type: none"> <li>• Greek Week (22-26)</li> </ul>	23 <ul style="list-style-type: none"> <li>• Greek Week</li> </ul>	24 <ul style="list-style-type: none"> <li>• Greek Week</li> </ul>
28	29 <ul style="list-style-type: none"> <li>• Academic Advising Summer and Fall Semesters (29-1)</li> </ul>	30	31

# U-Clip Theme: *Painting With a New Palette*

THURSDAY	FRIDAY	SATURDAY
<b>4</b> • Women's Basketball Trans American Conference Tournament (4-6)	<b>5</b>	<b>6</b>
<b>11</b> • Model Senate (11-13)	<b>12</b>	<b>13</b> • Health and Wellness Fair
<b>18</b>	<b>19</b>	<b>20</b>
<b>25</b> • Greek Week	<b>26</b> • Greek Week	<b>27</b>

## IMPORTANT DATES

DATE	EVENT
7-12th	• Elderhostel Classes
8th	• Ultimate Frisbee Tourn. Begins
9th	• BCM Luncheon, AH • Alcohol Ed. Workshop, HC • Monitor/Server Education Workshop, HC • Stetson Brass Concert, EHA • Intramural Softball Entry Deadline
10th	• Lunch and Learn, PDR
11th	• Quality of Service Luncheon, PDR • BCM Vespers, AH • Intramural Softball Schedules Posted
12th	• Faculty Chamber Recital: Jane Christeson, EHA
13th	• Admissions: Computer Programming Contest • Senior Recitals, EHA
14-19th	• DCE: Elderhostel Classes
14th	• Intramural Softball Regular Season Begins
15th	• Alcohol Ed. Workshop, HC
16th	• BCM Luncheon, AH • Ars Classica, EHA
17th	• The Reporter Issued • Lunch and Learn, PDR • TIPS Certification, HC
18th	• BCM Vespers, AH
19-23rd	• "Rescue God's Creation" Lobby Training in Washington, DC
19th	• Faculty Recital: Ann Adams, EHA
20th	• Senior Recitals, EHA
21-26th	• Elderhostel Classes
23rd	• BCM Luncheon, AH • Alcohol Ed. Workshop, HC • Senior Recitals, EHA • 4-Sand VB Entry Deadline
24th	• The Reporter Issued • Lunch and Learn, PDR
25th	• BCM Vespers, AH • 4-Sand Volleyball Schedules Posted
27th	• Senior Recitals, EHA • Admissions: Health Professions Symposium
27th	• Senior Recitals, EHA
28th	• Pre-Law Day • Senior Recitals, EHA • 4-Sand Volleyball Tournament Begins
30th	• BCM Luncheon, AH • Senior Recitals, EHA
31st	• The Reporter Issued • Lunch and Learn, PDR

## NOTES

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APRIL									
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30				

# APRIL 1999

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
NOTES		<div> <div>MAY</div> <div> <div>1</div> <div>2 3 4 5 6 7 8</div> <div>9 10 11 12 13 14 15</div> <div>16 17 18 19 20 21 22</div> <div>23 24 25 26 27 28 29</div> <div>30 31</div> </div> </div>	
4 • Easter Sunday	5 • Asian Week (5-10)	6 • Asian Week • Registration for Summer/Fall Semesters (6-8)	7 • Asian Week • RL: Room Selection begins, tba
11	12	13	14
18	19 • Earth Week Celebration (19-23)	20 • Greek Celebration of Excellence	21
25	26	27	28 • Classes End

# U-Clip Theme: *Creating a Masterpiece*

THURSDAY	FRIDAY	SATURDAY	<b>IMPORTANT DATES</b>	
1 • Passover Observed (1-8) • Academic Advising Summer and Fall Semester	2 • Career Expo • Good Friday (University Holiday - No Classes)	3	<b>DATE</b>	<b>EVENT</b>
			1st	• Quality of Service Luncheon, PDR • Giffin Competition, EHA • BCM Vespers, AH • Intramural Softball Playoffs Begin
			5th	• BCM Luncheon, AH • Guitar Ensemble Concert, EHA
			6th	• The Reporter Issued • Lunch and Learn, PDR • TIPS Certification, HC Classroom
			7th	• Quality of Service Lunch, PDR • BCM Vespers, AH • Brass Ensembles Concert, EHA
8 • Asian Week	9 • Asian Week	10 • Asian Week	8th	• Chamber Orchestra Concert, EHA
			9th	• Senior Recitals, EHA
			10th	• Elderhostel Classes
			11-16th	• Senior Recitals, EHA
			11th	• BCM Luncheon, AH
			12th	• Woodwind/Brass Ensemble Concert, EHA
			13th	• The Reporter Issued • Lunch and Learn, PDR • Jazz Ensemble Concert, SR
15	16	17	14th	• Stover Production, Stover Theatre
			15th	• BCM Vespers, AH
			16th	• Concert Choir Concert, EHA
			17th	• University Orchestra Concert, EHA
			18-23rd	• Elderhostel Classes
			18th	• Senior Recitals, EHA
			19-23rd	• National Wildlife Week, West Volusia
22 • CL Organizational Awards Ceremony	23	24	19th	• Conducting Chorus Concert, EHA
			20th	• BCM Luncheon, AH • Campus Chorale Concert, EHA • Greek Banquet, HC
			21st	• The Reporter Issued • Lunch and Learn, PDR
			22nd	• BCM Vespers, AH • Symphonic Wind Ensemble Concert, EHA
			23rd	• Stover Showcase, Stover Theatre • Senior Recitals, EHA • ECO Bash
29 • Reading Day and Thursday Evening Course Final Exams	30 • Final Exams (4/30 - 5/1-3-4-5)		25th	• Opera Scenes, EHA
			27th	• BCM Luncheon, AH
			28th	• The Reporter Issued • Lunch and Learn, PDR
			29th	• BCM Vespers, AH • DeLand High School Band Concert, EHA

# MAY 1999

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<b>NOTES</b>			
2 • Stress Free Zone - Hollis Center	3 • Final Exams	4 • Final Exams	5 • Final Exams • Residence Halls Close (except for graduates)
9 • Baccalaureate, EHA • Commencement, EC • Food Services Close • Residence Halls Close	10	11 • All Grades due to Registrar	12
16	17	18	19
23	24	25	26
• Residence Halls Open for Summer Session 30	31		



## U-Clip Theme: *Color Yourself a Bright Future*

THURSDAY	FRIDAY	SATURDAY
		1 • Final Exams
6 • Final Grades for Graduates due to Registrar	7 • Commons Closes	8
13	14	15
20	21	22
27	28	29

### IMPORTANT DATES

DATE	EVENT
4th	• BCM Luncheon, AH
6th	• BCM Vespers, AH
7th	• Gilbert Concert, EHA
8th	• Hat Rack Hours
	• Youth Orchestra, EHA
13th	• Quality of Service Lunch, PDR
	• Children's Choir Concert, EHA
14th	• Children's Choir Concert, EHA
16th	• Summer Mission Trip(s) Overseas to Guatemala (Sponsors: AIR and Green Stetson)

JUNE						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# JUNE 1999

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6 • Residence Halls Open	7 • Food Services Open • Academic Advising, New Student Orientation & Registration Validation of Returning Students	8 • Classes Begin	9
13	14	15	16
20	21	22	23
27	28 • Second 4-Week Session Begins	29	30

**NOTES**

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# JULY 1999

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
NOTES			
4	5 • Second 4-Week Session Begins	6	7
11	12	13	14
18	19	20	21
25	26	27 • Last Day of Classes	28 • Final Examinations for Second 4-Week Sessions and 8-Week Sessions (28-29) • Commons Closes • Residence Halls Close (except for grads in Commencement)



[illegible]







# RESIDENTIAL LIFE AND GREEK LIFE STAFFS

## RESIDENTIAL LIFE STAFF

Director of Residential Life	CUB Room 216.....822-7201
Associate Director of Residential Life and Director of Student Judicial Affairs	CUB Room 229.....822-7200

## EAST AREA

Assistant Director for Residential Life	CUB Room 216.....822-7201
Residence Hall Director - Carson/Hollis Halls	2000 Carson Hall.....738-6170
Residence Hall Director - Gordis Hall	4000 Gordis Hall.....738-6392
Residence Hall Director - Nemec Hall	E-22 Nemec Hall.....738-6562
Residence Hall Director - Smith Hall	7000 Smith Hall.....738-6587

## WEST AREA

Assistant Director for Residential Life	CUB Room 216.....822-7201
Residence Hall Director - Chaudoin Hall	127 Chaudoin Hall.....738-6007
Residence Hall Director - Conrad Hall	408 Conrad Hall.....738-6135
Residence Hall Director -Emily Hall	919 Emily Hall.....738-6215
Residence Hall Director - Stetson Hall	502 Stetson Hall.....738-6675

## GREEK LIFE STAFF

Director of Student Life and Hollis Center (Supervisor of Greek Life Staff)	Hollis Center	822-7237
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## FRATERNITY COUNSELORS

Alpha Tau Omega	738-6793
Delta Sigma Phi	738-6791
Lambda Chi Alpha	738-6795
Phi Sigma Kappa	738-6794
Pi Kappa Phi	738-8701
Sigma Phi Epsilon	738-6792
Sigma Nu	738-8795

## SORORITY COUNSELORS

Alpha Chi Omega	738-8716
Alpha Kappa Alpha	738-8742
Alpha Xi Delta	738-8722
Delta Delta Delta	738-8759
Pi Beta Phi	738-8750
Zeta Tau Alpha	738-8771

## EMERGENCY NUMBERS

FIRE DEPARTMENT.....	9-911
POLICE DEPARTMENT.....	9-911
AMBULANCE.....	9-911
PUBLIC SAFETY.....	822-7300

# **PROGRAM PHILOSOPHY**

## **STUDENT DEVELOPMENT**

The residence hall is your basic living environment while attending Stetson University. The experiences you gain while living with your peers constitute fundamental parts of your education and growth within and outside of the classroom. In fact, it is within your residence hall that your intellectual and social development come together. Our goal is to help you become a competent, mature individual, fully responsible for yourself, your actions and your decisions.

## **COMMUNITY DEVELOPMENT**

The Residential Life staff seeks to promote a sense of community within each floor of your residence hall. A community is a group of individuals which respects the rights and privacy of each other and functions together to promote the growth of the community for the benefit of all members. It is different from your home communities because the on-campus community is largely comprised of students seventeen to twenty-two years of age who share common goals; that is, pursuing higher education and experiencing the transition from living at home to living on their own.

This transition is difficult and can be complicated with the stresses and pressures of succeeding at college. Building a sense of community in the halls helps to establish peer support groups among residents. These groups along with the support from family and friends significantly improve a student's adjustment and success at college.

To help you build a genuine community, staff and returning student leaders first provide a variety of opportunities for students to meet and interact. Scheduled activities (such as intramural sports, organized socials, and educational programs) help students to create a strong community. Successful communities are defined in several ways. Floors with successful communities have very active residents. These residents help plan events for their floor, buildings and areas. Further, students take responsibility for the facilities by keeping damage and vandalism at a minimum. Students in a successful community take pride in their living area by fostering an environment which gives each student the opportunity to develop intellectually, socially, and personally.

Overall, our goal is to provide students the opportunity to learn from their experiences and become responsible adults. By learning about the various cultures represented within the college environment and sharing those experiences with peers, students are given the opportunity to prepare for life after completing their college experience.

## **RESIDENTIAL LIFE AND GREEK LIFE STAFF**

## **ASSISTANT DIRECTORS**

The Assistant Directors of Residential Life (AD's) are professional staff members who have the responsibility for providing supervision and support for the residential life program in their respective areas. The Assistant Director offices are located on the second floor of the Carlton Union Building. The Assistant Directors live in the residence halls allowing them to be more aware of the day to day lives of students. They are responsible for supervising and coordinating the programming efforts of the Residence Hall Directors and Residents Assistants, and conducting staff training and development for building staffs. They are also available to counsel and advise students and assist with roommate conflict mediation. Assistant Directors are also responsible for coordinating the University judicial process within their area.

## **RESIDENCE HALL DIRECTORS**

Each residence hall operates under the direction of a Residence Hall Director (RHD'S) who lives in the building. She/He has the responsibility of providing leadership for the Resident Assistants in your building. The Residence Hall Director is a student like yourself who is skilled at helping, listening, organizing and planning for and with students. Residence Hall Directors go through extensive training to help students in their adjustment to the college experience. They are also well prepared to help answer questions and resolve problems which arise in the building. These upper-level students are available to help you and other residents create a positive community atmosphere in the hall. This includes confronting inappropriate behavior and meeting with students for disciplinary problems. The Residence Hall Directors are directly supervised by the Assistant Director of their respective area.

## **RESIDENT ASSISTANTS**

Resident Assistants (RA's) are also undergraduate staff members who reside on the floors with residents in each building. Your RA will quickly become one of the most important persons you will know during your stay in the residence halls. S/he is responsible for assisting in your personal and academic growth and promoting a positive atmosphere on the floor. Your RA is committed to serving as a planner, a programmer, a listener, an advisor, a resource person, and a university representative. They are also responsible for ensuring students act responsibly within the residence hall environment. RA's are students who have experienced much of what you will be going through and can serve as a valuable support as you pass through your own experiences.

## **FRATERNITY COUNSELORS**

Fraternity Counselors (FC's) are graduate or upper-level student staff members with the primary live-in responsibility for the student development, programming and administrative management of their respective fraternity house. By establishing and maintaining a cooperative relationship with the leadership and general membership of the fraternity, the Fraternity Counselor strives to accomplish the educational goals of Stetson University, and the Residential and Greek Life Programs.

## **SORORITY COUNSELORS**

Each sorority house is directed by a Sorority Counselor (SC's) who is responsible for the overall management of the house. The Sorority Counselors are available to confront, counsel, and advise students, as well as develop programs which will assist the leadership and membership of the sorority in meeting their social and educational needs. The Sorority Counselors also strive to accomplish the educational goals of Stetson University, and the Residential and Greek Life programs.

## **STAFF DUTY**

There is a staff member on duty each evening for each residence hall and for the Fraternity and Sorority Houses. To find the name and phone number of the staff member on duty for a particular evening, check the door of your Resident Assistant's, Fraternity Counselor's or Sorority Counselor's room. RA/FC/SC staff begin duty at 7:00 p.m. each evening. They will remain on duty and are available to students until 7:00 a.m. the following morning.

RA's on duty each evening will report to a Residence Hall Director on duty. Residence Hall Directors are available in cases of emergency as back up support to the RA's. The Residence Hall Director duty schedule is also posted on your Resident Assistant's door. Residence Hall Director duty is as follows:

### **Sunday through Wednesday evenings:**

One Residence Hall Director is on duty for the campus. Duty begins at 5:00 p.m. and ends at 7:00 a.m. the following morning.

### **Thursday, Friday, and Saturday evenings:**

One Residence Hall Director in each area is on duty for their area. Duty begins at 5:00 p.m. and ends at 5:00 p.m. the following evening.

## **THE HOUSING AGREEMENT**

The Department of Residential Life operates the residential facilities on a contractual basis for the full academic year. As stated in the Housing Agreement, by signing the Agreement the student shall be responsible for knowing and observing the University regulations and procedures. Such guidelines for living within these regulations and procedures may be determined by the Vice President for Campus Life, his/her designees within the Division of Campus Life, and all applicable federal, state and local laws. The student may be subject to disciplinary and/or legal action, monetary charges, change in room assignment, and/or cancellation of the Housing Agreement for violations of these regulations, procedures or laws. Printed below for quick reference are some of the major provisions of the Housing Agreement. Your Housing Agreement is a legally binding document; it is important for you to become familiar with all of the provisions in that agreement.

## **1. RESIDENCY REQUIREMENT**

All students must live in University residential facilities unless they meet one or more of the following criteria:

- a. The student reaches the age of twenty-one (21) before the effective date of the Agreement (June 1).
- b. The student is married.
- c. The student resides with immediate family.
- d. The student has earned 60 credit hours before the effective date of the Agreement (June 1).

## **2. DURATION OF AGREEMENT**

Housing agreements are for the term of one full academic year. Submitting a housing application that is not cancelled before May 1st for new students or before June 1st for returning students (if the student meets the cancellation provisions) legally commits the student to living in University residence facilities through the end of the spring semester of that academic year.

## **3. TERMINATION OF THE AGREEMENT**

The Housing Agreement may be terminated by a student during the academic year for the following reasons: non-enrollment, withdrawal, graduation, academic suspension, enrolling for less than eight hours, or marriage. Students who meet the residency requirement during the academic year are bound to the contract for the full academic year if enrolled. These students are not eligible to petition for termination of the agreement. In order to terminate this Agreement, the student must:

- (1) submit a written petition to the Residence Hall Housing Agreement Committee (RHHAC) through the Director of Residential Life at least 30 days prior to the first day of registration for the semester for which the student desires to terminate the Agreement;
- (2) receive specific written confirmation of the termination from the Residence Hall Housing Agreement Committee.

Petitions received after the 30 day deadline has passed will not be considered unless extreme circumstances can be demonstrated. If an exception is made by having a petition approved after the deadline due to extenuating circumstances, the student would pay a penalty fee of \$300.00. Otherwise, these students shall be obligated as residents for the remainder of the academic year.

## **4. TERMINATION OF AGREEMENT BY THE UNIVERSITY**

This Agreement may be administratively cancelled or room assignments changed by the Director of Residential Life or her/his designee, in the interest of order, health, best use of the facilities or student conduct related issues. If a student exhibits disruptive, irresponsible, or inconsiderate behavior and constitutes a deterrent to orderly community living, that student may have their room assignment changed or their Agreement cancelled. Should a student's contract be considered for cancellation due to disciplinary concerns, a judicial hearing will be held with the student to make that determination. No refund of fees paid shall be authorized if a student is suspended from the University and/or if the Agreement is cancelled for disciplinary reasons.

## **5. RENEWAL OF AGREEMENT FOR REENROLLED STUDENTS**

If a student withdraws from the University and then reenrolls during the same academic year, the Agreement obligation is continued for the remainder of the contractual period.

## **6. ROOM ENTRY**

Members of the Residential Life, Student Life, Facilities Management and Public Safety staffs reserve the right to enter a student's room if there is reasonable cause to believe that the safety and/or welfare of the occupant(s) or the physical property of the University is in jeopardy. They also have the right to enter the room if there is reasonable cause to believe that University, local, state or federal laws are being violated. Finally, staff may enter rooms for routine maintenance and property inspection.

## **7. RIGHTFUL OCCUPANCY**

Rooms may be occupied only by students to whom they are assigned. Rooms may not be sublet to other persons. Room changes may be made only after written approval by the Department of Residential Life as explained in the Room Change procedures described in the Residence Hall Policies and Procedures section of this handbook. Monetary charges will be assessed and/or disciplinary action taken against violators of this provision.

## **8. LEGAL LIABILITIES OF THE UNIVERSITY**

The University shall not be liable for failure or interruption of utilities. Every attempt will be made by the University to give advance notice to residents of utility interruption, repairs or other work and to work expeditiously for the restoration of service.

## **9. CARE OF RESIDENCE HALL SPACE**

The care of the individually assigned rooms in the residential facilities shall be the responsibility of each occupant. Upon initial occupancy of an assigned room, each resident shall review and sign a Room Inventory Form attesting to the condition of the room and its furnishings at the time of their arrival. Each student will be checked out of their room by a residential staff member at the end of the period of residency. Failure to check out with a staff member will result in a \$50.00 assessment for improper check out. Damage occurring within the room will be the responsibility of the assigned occupant(s). Damage occurring to a common area as a result of the action of students shall result in a recovery assessment to all students responsible. Where insufficient evidence exists to charge individual student(s), assessments for damage may be made to all students assigned to the floor or building, as considered appropriate by the Director of Residential Life or her/his designee.

# **RESIDENCE HALL ADMINISTRATIVE PROCEDURES AND SERVICES**

## **BELONGINGS BETWEEN SEMESTERS**

Residents may leave their belongings in their rooms between the Fall and Spring semesters. All belongings must be removed at the end of the Spring semester and at the end of the Summer semester. The University cannot be responsible for any lost or stolen objects. If belongings are left in your room during the allowed periods and you decide not to return to Stetson you must remove your belongings immediately, but no later than the Wednesday prior to the official opening of the residential facilities or you will be billed for having those items placed into storage. Articles left in storage for 20 days without the student being enrolled will be discarded.

## **CHECK IN/CHECK OUT PROCEDURES**

Prior to the students' arrival, Residential Life and Student Life staff members will complete a Room Inventory Form for each student space. Students are required to review and sign these forms on the day of check-in to verify the condition of their living space when they arrive.

At the end of the contract period, each student must complete the following steps in order to properly check out of the building:

1. Sign up for a check out time with your Resident Assistant, Fraternity Counselor or Sorority Counselor.
2. Restore the walls, ceilings, doors, and windows to their original state by removing posters, decals, and other coverings.
3. All drawers must be emptied and dusted out.
4. All personal property and trash must be removed from the building.
5. University beds which have been disassembled must be reassembled.
6. Windows should be locked, and air conditioning and lights turned off.
7. Complete the Check-Out portion of the Room Inventory Form with your staff member.
8. Return your room and building access keys.
9. Failure to complete these steps properly at check out will result in a \$50.00 charge for improper checkout, as well as a possible \$25.00 cleaning charge. Failure to return your room key will result in a \$25.00 charge; failure to return your building access key will result in a \$5.00 charge.

## COMMUNITY AGREEMENTS

Following check-in, each floor will develop a Community Agreement defining the standards for behavior within their particular community. Community Agreements are developed within the parameters of the Student Code of Conduct. Once developed, all residents of that floor will be held accountable for upholding the Agreement. If changes are needed during the year, floor members should organize a Floor Meeting and revise their original Agreement.

## CONSOLIDATION

If one of the residents of a double room moves from that room, the Department of Residential Life may assign a roommate for the remaining resident. In some cases, consolidation may occur; that is, moving students together who are in a double room by themselves. Depending on space constraints and occupancy rates, the Department of Residential Life may offer, for a fee, students who are living alone in a double room the option of requesting a double room as a single. Should this option be available, the department will notify students in writing in advance. Those students who do not wish to select the double as a single option may be subject to consolidation.

## FURNISHINGS

The University provides each resident with a bed, mattress, desk and chair, drawer space, and in some cases bookshelves, desk lights, and nightstands. Students are responsible for maintaining the condition of the furnishings in their room and in any common areas, such as lounges and lobbies. Students may arrange furniture within a room in any reasonable manner, providing that all furniture is placed in its original location at checkout. All University furniture must remain in it's original room. Furniture may not be moved from one room to another. Extra furniture resulting from a vacancy in a room may not be moved into hallways, storage, or common areas. Beds which have been disassembled to allow for construction of a loft must be stored in the student's room. Students may be charged the full replacement cost of furniture removed from their room. Furnishings provided for lounges and community rooms may not be moved to a room. Students who move furniture from common areas into rooms may face a minimum fine of \$25.00.

## HOLIDAY PERIODS

All residential facilities will be closed during official University holiday periods. **All students are expected to leave the residence halls during the holiday periods.** Contract extensions may be granted during holiday periods for academic reasons only. All requests for contract extensions should be made through your Assistant Director. Students may be billed for the period of the contract extension. Students granted permission to remain in the residence halls may be required to consolidate into one building for reasons of safety and security. Please refer to the residence hall schedule for the 1998 - 1999 academic year as printed in the calendar section of this handbook for dates and times of hall closings and openings.

## KEYS

If a resident loses his/her room key, s/he should report the loss to the Office of Residential Life. Residents reporting lost room key(s) will have their room re-keyed with a new lock and each resident of the room will be issued a new key. Each time a key is lost, the resident responsible will be charged \$25.00 for replacement of the room key(s) and the lock change. Facilities Management will notify the resident when the new key is ready for pick up by placing a sticker on that resident's room door. It will then be the resident's responsibility to pick up the new key(s) from the Office of Residential Life within 24 hours. The student will be charged a \$5.00 replacement cost for a building access key.

Residential facility keys should not be commercially copied as the use of copy keys results in excessive wear and damage to the door locks. If a resident is found to be using a commercially copied key (i.e., other than a Stetson-issued key) s/he will be charged a \$50.00 fine, as well as the replacement cost to rekey/recore the lock and make new keys. These fines are subject to change based on the key access system(s) utilized.

## LOFTS

Residents have the opportunity to construct self supporting lofts in their rooms. Construction must meet basic fire and safety standards. Prior to constructing a loft, each resident involved must complete a Loft Construction Agreement which lists the specific guidelines for loft construction. All lofts will be inspected by the Assistant Director of Residential Life and a Facilities Management representative. University beds disassembled for loft construction must be stored in the student's room and reassembled at the time of check out. Students will be charged \$50.00 for beds not reassembled and \$100.00 for lofts not removed at checkout. If a resident chooses to construct a loft, s/he will be responsible for any damage in the room caused by the loft.

## **LOUNGE FURNISHINGS**

The furniture in public areas is provided for the use of all residents and is not to be moved into students' rooms. Student(s) found to have lounge furniture in their room may be subject to judicial action.

## **ROOM CHANGES**

A week is designated early in each semester as Room Change Week. All students desiring to initiate a move should do so by informing their Assistant Director during this week. See your RA, HR, or Assistant Director for details. Only those students who follow the guidelines of the process will be eligible to move. Residents who change rooms without obtaining approval from Residential Life may be required to move back to their assigned room. In addition, a \$50.00 fine for each person involved may be assessed.

## **ROOMMATE CONFLICTS**

In the event of a roommate conflict, every attempt will be made to work with the residents involved to resolve the conflict. Should you be experiencing difficulty with your roommate, take the initial step of sitting down and reasonably discussing your concerns together to attempt to resolve differences. Should you find further assistance is needed, your Resident Assistant/Fraternity Counselor/Sorority Counselor should be contacted to serve as a mediator for you.

Should a conference with your Resident Assistant /Fraternity Counselor/Sorority Counselor be unsuccessful, consult with your Residence Hall Director. She/He will meet with you and your roommate to discuss the concerns at issue. In an effort to assist the staff in resolving the conflict, students must realize their responsibility for compromising and reasonably negotiating the conflict which exists. In the event a Residence Hall Director conference is unsuccessful, a conference with the Assistant Director for your area is required. Contact your Assistant Director to schedule an appointment for you and your roommate together.

No student will be permitted to make a change in his/her room assignment without written approval of the Assistant Director(s) responsible for their area.

## **ROOMMATE AGREEMENTS**

Roommate pairs at the beginning of the year, or those experiencing conflict during the year may want to consider, or may be asked to complete a Roommate Agreement similar to the Community Agreement. Your Resident Assistant can help in these situations. Residents will be held accountable for upholding the conditions of the agreement. This document is intended to serve as an agreement between roommates to ensure that each individual's rights are respected. Your level of enjoyment and satisfaction from residence hall living will depend to a large extent on the thoughtful consideration you demonstrate for one another. As roommates, you should mutually determine the decisions and the stipulations of the behavioral contract and endorse it.

## **ROOM DECORATIONS**

Decorations used for seasonal and/or special events must be of fire retardant material. Live Christmas trees, wreaths, or boughs are not permitted in the residential facilities. No partitions, dividers, or screens may be assembled or constructed in any room which would violate fire safety requirements. Residents may not paint walls, assemble shelves, bike racks, or fixtures of any kind without approval from their Assistant Director. Residents found to have done any of the above will be asked to remove the particular items and will be charged for repairs needed to restore the room to its original condition. Residents are not to make repairs themselves.

## **SPECIAL INTEREST HOUSING**

Stetson University offers a variety of special interest housing options including Honors Housing, Substance Free Housing, the Foreign Language House and the French House. Students living in Special Interest Housing areas will be held to the terms and conditions contained in the Community Agreement developed for their particular residential facility. Any student not upholding their Special Interest Housing Community Agreement may be asked to relocate to another residence hall.

## **SPORTS ACTIVITIES**

Recreational areas and playing fields are located near most residential facilities. Because of the risk of personal injury, damage to University or individual property, or disruption within the living environment, sports activities (including but not limited to golf, frisbee, roller-blading or skating, football, hockey, etc.) and the use of any sporting equipment are not permitted inside residential facilities except in designated areas.

## **ADDITIONAL RESIDENCE HALL FACILITIES AND SERVICES**

### **CABLE TELEVISION**

All residential facilities are wired for cable television. Service is provided to students by Cablevision Industries (CVI). Each room is equipped with a wall jack; students must provide their own coaxial cable. Also, if your television is not cable ready, you may need to contact CVI to obtain a cable box for a nominal fee. Premium channels (HBO, Cinemax, Disney Channel, etc.) may be purchased by the student for a monthly charge. Contact CVI at 775-7300 if you are interested in premium channels.

### **CHANGE MACHINES**

Change machines are available in the Carson-Hollis, Emily and Nemec laundry rooms. These machines accept \$1.00 and \$5.00 bills.

### **ADD-VALUE STATIONS**

Add-Value Station are located in the Laundry Rooms of Emily, Chaudoin, Gordis, and Nemec Halls and in the lobby area of the Carlton Union Building. These machines may be used by all students to add cash value to your student I.D. card which may be used in turn for Laundry and some Coke vending machines. **Students are strongly encouraged to limit the amount of cash value on their card to no more than \$10.00 or \$20.00 at a time as the University cannot reimburse students for the cash value if the card is lost or stolen.** The cash value on each card is recorded separately from your meal plan record and cannot be verified.

### **LAUNDRY FACILITIES**

All residence halls are equipped with a laundry facility featuring coin-operated washing machines and dryers.

### **MICROFRIDGES**

A limited number of refrigerator/microwave combination units are available for rental through the Office of Residential Life at the start of each semester. Please contact the Office of Residential Life for further information.

### **MAINTENANCE CONCERNS**

Only Facilities Management staff are authorized to make repairs to your room. Should you find an area of your room in need of repair, contact your Resident Assistant/Fraternity Counselor/Sorority Counselor to file a Work Order Form. If the work is not completed within a week of filing the Work Order form, please contact your staff member again to follow up on the matter. If the matter still has not received the appropriate attention, please contact your Residence Hall Director.

### **STUDY LOUNGES**

Most residential facilities have locations set aside for students to use as study rooms. Students should respect the rights of others using these areas for study purposes and be responsible in using the room appropriately. See your RA or RHD to find the location of study lounges in your building.

### **TELEPHONE SERVICE**

Each room is equipped with a telephone jack, providing all students with a local phone line for use through Southern Bell. Southern Bell provides free service to the campus and the local DeLand area. In addition, the line provides service to the Daytona and New Smyrna Beach area for a 25 cent per call charge. Southern Bell bills students for the 25 cent calls through their room phone number. Southern Bell does require at least one resident of each room to act as account manager for all local charges. Applications for account managers are available in the Office of Residential Life.

The Department of Residential Life works with Telesoft to provide long distance telephone coverage at a discounted rate for students. Information will be provided by Telesoft to students as they arrive on campus. Students also have the option of using their own long distance calling card for making long distance phone calls. Collect calls or long distance calls cannot be charged to student room phone numbers.



## VENDING MACHINES

Snack, juice and soft drink machines are located throughout each of the residence halls. Some of these machines accept \$1.00 bills in addition to coins. The University has expanded this service through the addition of a debit card feature on some machines. Information on this system can be obtained from the Office of Residential Life. Should you experience trouble with a vending machine, please report the problem to the Office of Residential Life. If you suspect a machine has been vandalized, please report this to the Department of Public Safety.

## FIRE SAFETY PROCEDURES

### IF YOU SUSPECT OR SEE A FIRE IN THE RESIDENTIAL FACILITIES YOU SHOULD:

1. Pull the closest fire alarm.
2. Call the DeLand Fire Department at 9-911.
3. Call Stetson Public Safety at extension 7300.
4. Notify a staff member of your sighting or suspicion.

### AT NO POINT SHOULD STUDENTS PUT THEMSELVES OR OTHERS AT RISK -WHEN THE ALARM SOUNDS, LEAVE THE BUILDING IMMEDIATELY!

Fire drills, false alarms, and genuine fire alarms are indistinguishable from one another. You must evacuate the building whenever the fire alarm is sounded. Because of the variations in physical design of each of the residence facilities on the campus, see your building staff for specific evacuation instructions.

Here are a few guidelines to follow to prevent the possibility of fire:

1. Avoid using flammable room decorations.
2. Use of candles, open flames or incense of any kind is prohibited.
3. Do not overload circuits. Never use multiple plugs or extension cords.
4. Do not place electrical wiring under rugs, carpets, mattresses, bed springs, or around door and window casements.
5. Never use frayed or broken wires.
6. Use of live Christmas trees is prohibited in the residential facilities. No Christmas trees of any type should ever be placed in corridors or stair-wells. Never store gasoline, oil, oil base paint or oily rags in residential facilities.
8. Report any fire or empty fire extinguishers to your residential staff member.

## FIRE ALARM PROCEDURES

Familiarize yourself with the fire evacuation plan for your residential facility. Residents should do the following when the fire alarm sounds:

1. Proceed immediately to the nearest designated exit. When possible:
  - Wear a jacket and shoes.
  - Take a large bath towel (to cover your face in the event of intense heat and/or dense smoke.)
  - Close your room windows.
  - Leave the ceiling light on.
  - Leave your room door closed but unlocked.
2. Residents who are in rooms other than their own at the time of the alarm should evacuate the building with the residents of the floor on which they are visiting.
3. Once out of the facility, stay away from the area immediately surrounding the building.
4. Do not reenter the building until given permission by the Fire Department or Public Safety.
5. If there is a fire, certain precautions should be taken.
  - Stay low to the floor to protect yourself from smoke and toxic gases.
  - Check your door before opening it. If it is hot, DO NOT OPEN the door. If the door is cool and your path is clear to the exit, leave the building as soon as possible, closing the door behind you.
  - If you cannot leave your room, DO NOT panic. Sheets and towels placed at the base of the door will help keep smoke out of the room. Signal for fire fighters by hanging a sheet or blanket out of a window or use a flashlight, then stay low. All rooms in a fire area are immediately searched by fire fighters who arrive only minutes after an alarm is activated.

## CAMPUS FACILITIES: THE STETSON COMMUNITY

Ten of Stetson's most distinctive buildings make up the newly designated Stetson University Campus National Historic District, serving as reminders of the university's history as Florida's oldest private university, while fulfilling necessary academic and administrative functions:

**DELAND HALL**, the first building constructed on the campus, houses the offices of the President, the Provost, University Relations and Institutional Research.

In **ELIZABETH HALL** are the Chapel/Auditorium; administrative offices for University Business and Finance, Personnel, Chapel and Church Relations; a number of classrooms for the College of Arts and Sciences; and offices for the Departments of Communications Studies & Theatre Arts, Economics, History, Philosophy, and Political Science.

**FLAGLER HALL** was originally built for the Science Department and the College of Law (moved to St. Petersburg in 1954). It is now used for classrooms; departmental offices for English, Humanities, and Psychology; the data processing center; and the offices of the Registrar, Continuing Education and Career Services.

**SAMPSON HALL** was Stetson's first library building. When a new library was constructed, the interior of Sampson Hall was remodeled for the Sampson Gallery of Art and for the departments of Art, Foreign Languages, and American Studies.

**CUMMINGS GYM**, on Woodland Boulevard, provides an area for informal recreation and physical education classes.

**STOVER THEATRE** was named in honor of Dr. Irving C. Stover, professor of speech and drama at Stetson for more than 50 years. It is the site of many plays and musical productions during the year.

Three university residence halls: **STETSON HALL**, **CHAUDOIN HALL**, and **CONRAD HALL**, belong to the campus National Historic District and continue to provide student housing.

The **ALLEN HOUSE** is a small two-story building which is headquarters for Public Relations, including the News Bureau and Publication Services offices. It was among the first homes built in DeLand.

Completing the campus community are:

**GRIFFITH HALL**, completed in the summer of 1989 and named for alumni Jack and Edna Griffith, is next to the Bookstore. The offices of Admissions and Student Financial Planning are located here.

The **duPONT-BALL LIBRARY** was completed in 1964. It contains more than 400,000 catalogued items. Stetson was the first depository of federal government documents in Florida and has been designated as a depository of Florida government and Florida Baptist documents.

**DAVIS HALL**, home to the Division of Education and the departmental offices of Sociology, was built in 1966.

**SAGE HALL**, is the physical and natural science center, housing the departments of Biology, Chemistry, and Physics. It was completed in 1967.

**UNIVERSITY RESIDENCE HALLS**, including Emily Hall, Carson-Hollis Hall, Nemec Hall, Gordis Hall, Smith Hall and six on-campus fraternity and six on-campus sorority houses provide housing for more than 1525 students.

**ALLEN HALL** was built for religious activities and to provide space for worship and recreation, and for the Baptist Campus Ministry offices. The building also includes offices and a classroom for the Department of Religion.

**OUTDOOR RECREATIONAL AREAS** include tennis courts on West University Avenue and on North Garfield, as well as Rinker Field and Hollis Intramural Field.

The **ALUMNI HOUSE** is located at 217 East Michigan Avenue. It is the home of Alumni Relations and the Office of Special Gifts.

The **COUNSELING CENTER** is located on Bert Fish Drive, directly across from the university swimming pool. It is to this center that students may go for counseling concerning personal problems.

The **EDMUNDS ACTIVITY CENTER** was completed in 1975 and is named for a former Stetson president and alumnus, Dr. J. Ollie Edmunds. This multipurpose building contains staff offices and classrooms for the Physical Education Department; the basketball court, home of the Stetson Hatters; and student recreation rooms, saunas and weight lifting and various other equipment for athletic activities. The facility also can be used for dances, concerts, and entertainment of all kinds.

The **CARLTON UNION BUILDING**, the primary center for student life, was constructed in the mid-fifties. Named for former Florida governor and alumnus Doyle E. Carlton, the building houses food services, including the cafeteria, the Hat Rack grill, private banquet rooms, and the Stetson Room. Also included in the CUB are the Bookstore, the Post Office, and Campus Life offices. A large, student-run nightclub (Night Lites) is located on the second floor at the north end of the building. Student organizations, including the Student Association, Into the Streets, MSC, and student publications have offices in the CUB.

**HOLLIS CENTER** as a center of student activity on campus, the Hollis Center's lounge, classroom and other facilities are great places to get together with friends, study, or just hang out.

From swimming to dance lessons, the Hollis Center has it all. In addition to the swimming pool, there is a game room, gymnasium, fitness room, and dance studio.

**LYNN BUSINESS CENTER** is the home of the School of Business Administration. Acquired in 1990 through a gift from alumnus Eugene M. Lynn and his wife, Christine, the building houses classrooms and offices for the departments of Accounting, Decision and Information Sciences, Finance, Management, Marketing, the George Investment Institute, the Prince Program, the graduate program, and is still being renovated.

The **OPERATIONS BUILDING** is located on the corner of East Minnesota Avenue and North Garfield Avenue. It is home to the Departments of Business Services and Facilities Management, and Receiving/Warehouse.

**PRESSER HALL** was constructed on the Stetson University campus in 1968-69. The facility as originally designed in the late 1960's was a three-story building housing faculty studios, practice rooms, a rehearsal hall, classrooms, library, conference room, storage areas, and locker rooms as well as administrative offices for the School of Music.

**WILSON ATHLETIC CENTER**, the \$1.6 million, 12,157-square-foot, is home to Stetson's rapidly-growing sport and exercise science, allied health and athletic fitness programs. Made possible by an initial gift from alumni Pat and Patricia Wilson, the center contains sophisticated sports medicine and exercise physiology labs; a fitness and activity room, computers and special equipment; classrooms; and faculty offices.

## CAMPUS JARGON

- The Commons:** The cafeteria on Stetson's campus is called the Commons. It is laid out in a food court style, with many different "stations" such as: the Soup-n-Salad Bar, Pepper's Pizza, the Daily Deli, the Sunset Grille, the Main Event, the Orient Express, Pasta Bar and Sweet Additions. The 450-seat cafeteria has both tables and booths for a delightful dining atmosphere.
- The CUB:** The Carlton Union Building houses the University cafeteria (Commons), a snack bar (Hat Rack), the Campus Life Offices, a number of meeting rooms, and the student commuter and faculty lounges. It also has a branch of the U.S. Post Office, the University Bookstore and several of the campus life student organization offices.
- Forest of Arden:** In the hustle and bustle of campus life, there is a place to go to relax and get away from the center of campus. Between Presser Hall and the Lynn Business Center is a field of green grass and trees. It is available for everyone to use as a picnic area or an outdoor meeting place.
- The Hat Rack:** The University snack bar. A great place to relax and take a break from your studies. Enjoy your food while watching television. Open until 1:00am daily. This is a great place to hang out on campus.
- Kiosk:** This is the Hexagon-shaped information "hut" in the center of campus, between Elizabeth Hall and Stetson Hall. The bulletin board display area is available for student organizations to post advertisements or messages. Hot and cold specialty beverages are also available at this location.
- LBC:** The Lynn Business Center is the hub of Stetson's nationally accredited School of Business. LBC is a five-story former bank building which was transformed into an academic building in 1992. It is located on Michigan Ave. at the south end of the campus on Woodland Blvd.
- Night Lites:** The campus nightclub. Relax and enjoy the latest dance music while hanging out with your friends. Night Lites has the latest audio and lighting technology around, that gives Stetson's very own nightclub a unique, enjoyable atmosphere.
- The Pit:** In the middle of Fraternity Row is a sunken wooden stage where bands are brought to perform for many campus special events. The Council for Student Activities (CSA) is the programming board that brings the majority of bands that perform in the Pit to campus.

**The Row:**

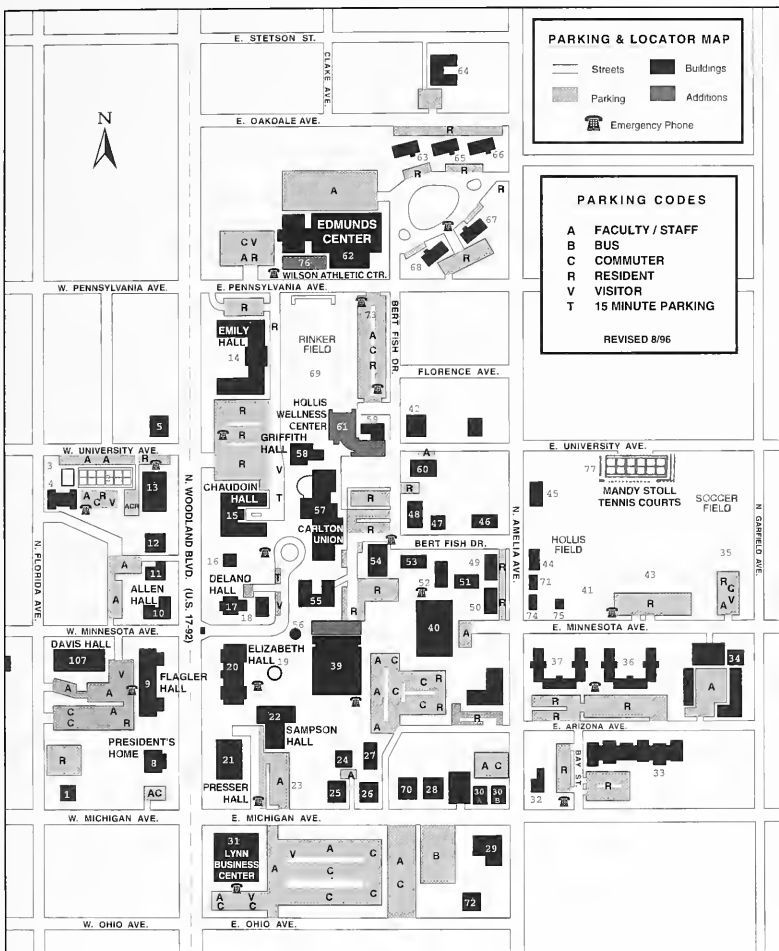
Located to the east of the Edmunds Center, Fraternity Row is home to five of the six national fraternities on campus. The pit is in the center of the row with the Sigma Nu house on the hill behind the row.

**Quad:**

Not many people know that the Quad is the area on campus around Holler fountain between the duPont-Ball Library and Elizabeth Hall. This "square" area on campus is frequently filled with students going to and from classes. Take a breather during your breaks from class and relax beneath the moss-filled trees on the Quad.

**CSA:**

The Council of Student Activities is the main programming council which brings comedians, concerts, and special theme events throughout the year to campus. CSA also plans discount trips to local theme parks such as Sea World and Busch Gardens. Join the hottest organization on campus. Call x7225 for more information.



23. Forest of Arden
24. L.I.E.E. Center Annex
25. L.I.E.E. (NOT UNIVERSITY PROGRAM)
26. Alumni/Development Information Services
27. INTERNATIONAL HOUSE OFFICE
28. Chancellor's House
29. GILLESPIE MUSEUM OF MINERALS
30. A. RUSSIAN STUDIES CENTER
31. LYNN BUSINESS CENTER  
(Small Business Development Center/accounting/marketing/management/finance)
32. PUBLIC SAFETY
33. Nemec Hall (residence hall)
34. FACILITIES MANAGEMENT (buildings and grounds/purchasing/housekeeping)
35. Tennis Courts
36. Smith Hall (residence hall)
37. Gordis Hall (residence hall)
38. Hollis/Carson Hall (residence halls)
39. DU PONT-BALL LIBRARY  
(GOVERNMENT DEPOSITORY)
40. SAGE HALL (natural sciences)
41. Hollis Field (intramurals)
42. COUNSELING CENTER AND ANNEX
43. Soccer Field
44. Best Apartments
45. Newman House (Catholic Ministry)
46. Alpha Kappa Alpha (residence hall)
47. French House
48. Pi Beta Phi (residence hall)
49. Zeta Tau Alpha (residence hall)
50. Delta Delta Delta (residence hall)
51. Alpha Chi Omega (residence hall)
52. Alpha Xi Delta (residence hall)
53. Language House (residence)
54. Conrad Hall (residence hall)
55. Stetson Hall (residence hall)
56. Kiosk (campus bulletin board)
57. CARLTON STUDENT UNION (post office/campus life/Student Association/Stetson Union Board/Reporter/Yearbook/IFC/PAN/Intramurals/Stetson Room/Bookstore/Student and Faculty Lounges/Commons/Hatrack)
58. GRIFFITH HALL (admissions/student financial planning)
59. Swimming Pool Complex
60. STUDENT HEALTH SERVICES
61. Hollis Wellness Center
62. EDMUNDS ACTIVITY CENTER
63. Alpha Tau Omega (residence hall)
64. Sigma Nu (not university property)
65. Lambda Chi Alpha (residence hall)
66. Phi Sigma Kappa (residence hall)
67. Delta Sigma Phi (residence hall)
68. Sigma Phi Epsilon (residence hall)
69. Rinker Field
70. ALUMNI HOUSE
71. Wheeler House
72. Gillespie Annex (geography lab)
73. RINKER PARKING AREA
74. Hollis Field Team Facilities
75. Intramurals shed
76. Wilson Athletic Center
77. Mandy Stoll Tennis Courts

Henry DeLand House (West Volusia Historical Society, not university property)  
Tennis Courts (varsity)  
Racquetball Courts  
STOVER THEATRE  
Cultural Arts Center (not university property)  
University Guest House  
DAVIS HALL (education/philosophy/sociology/computer lab/classrooms)  
PRESIDENT'S HOME  
FLAGLER HALL (Registrar/

Career Services/Continuing Education/Center for Study of Aging/psychology/English/classrooms)  
10. ALLEN HALL (Baptist Student Union/religion)  
11. PUBLIC RELATIONS OFFICE  
12. Wesley House (Methodist Campus Ministry, not university property)  
13. Cumrings Gym (ROTC)  
14. Emily Hall (residence hall)  
15. Chaudoin Hall (residence hall)  
16. Hulley Tower  
17. DELAND HALL (administration/

President's offices, Provost's office university relations)  
18. Print Shop  
19. Holler Fountain  
20. ELIZABETH HALL (auditorium/John E. Johns Room/personnel/comptroller/student accounts/economics/communication studies/mathematics/history/classrooms)  
21. PRESSER HALL (music/rehearsal halls/classrooms)  
22. SAMPSON HALL and DUNCAN ART GALLERY (art/foreign languages/language lab/American Studies)





